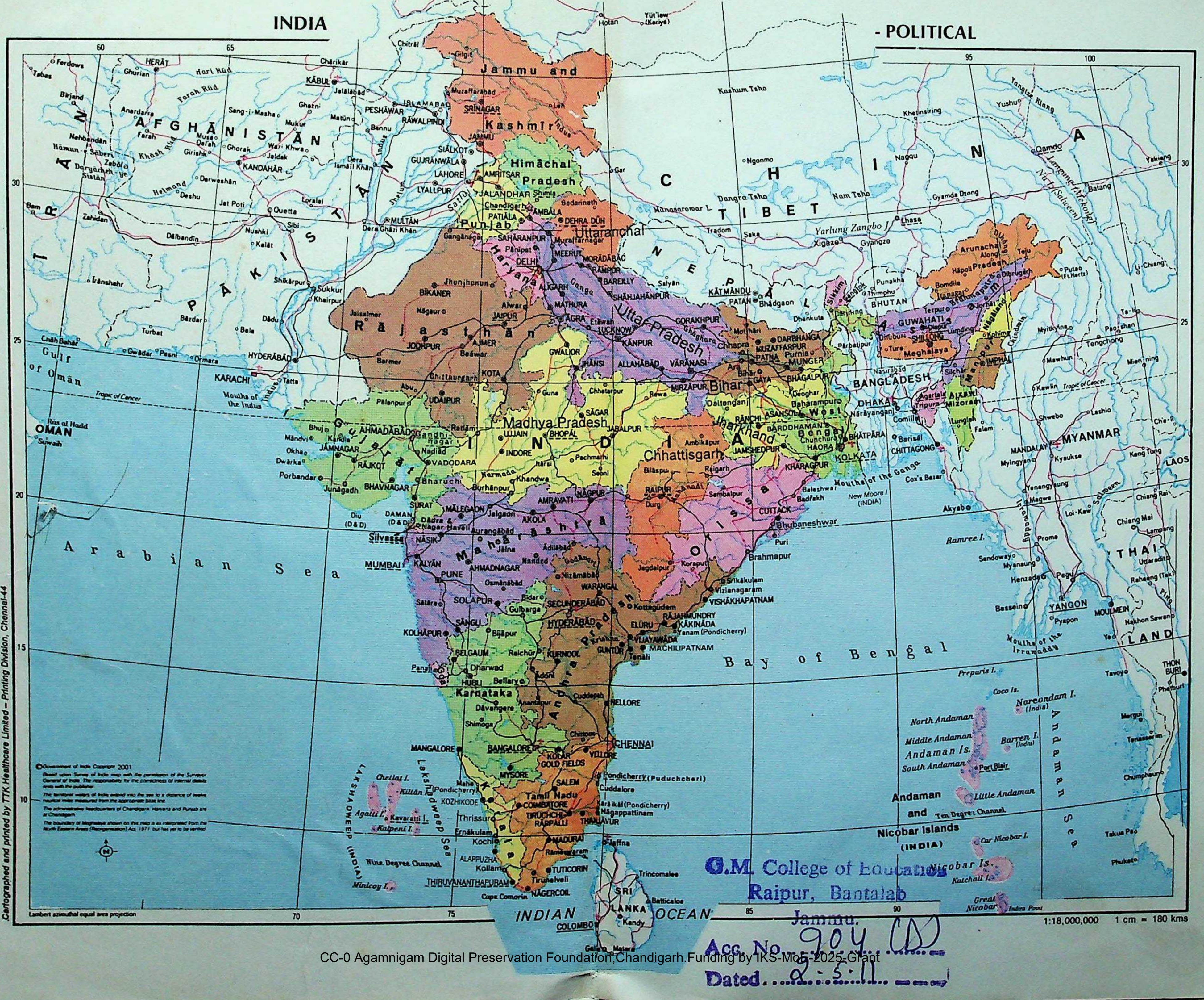
Swamy's
HANDBOOK
For Central Government Servants

2003

muthuswamy
and
brinda

INDIA - POLITICAL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YANGON
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Arabian Sea
Bay of Bengal
INDIAN OCEAN
Andaman Sea
Tropic of Cancer
LAKSHADWEEP (INDIA)
Lakshadweep Sea
Andaman and Nicobar Islands (INDIA)
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Ten Degree Channel
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Mouths of the Ganga
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The territorial waters of India extend into the sea to a distance of twelve nautical miles measured from the appropriate base line.

The administrative headquarters of Chandigarh, Haryana and Punjab are at Chandigarh.

The boundary of Meghalaya shown on this map is as interpreted from the North Eastern Areas (Reorganisation) Act, 1971 but has yet to be verified.

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FOR CENTRAL GOVERNMENT SERVANTS

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AND
BRINDA

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PREFACE

We started the publication of the Central Government Rules and Orders on personnel administration over four decades back. We published almost all the Rules, Regulations, Codes and Manuals within the first twenty years. They were (and are) spread over dozens of books running to more than 9000 pages. At this stage, we felt the need for a gateway to any of the subjects in these books. The answer was a necessity to have a handy book containing the essence of all relevant rules and orders. With this intention, we began to assemble, collate, edit and compile a short and sweet book, not unwieldy but yet serving as an encyclopaedia of the rules and regulations. The first Handbook which appeared in 1975 was a result of this exercise.

Our erudite editorial board is continuing its task of introducing innovative changes and improvements. Based on suggestions from readers, we have regrouped/re-arranged the existing topics and also introduced new topics. The illustrations in ''Model Calculations'' have been brought under the relevant chapters facilitating easy access. We have also taken special efforts to keep down the price so that it is within affordable limits for the lower level employees also.

This is the **twenty-ninth edition** containing over 260 topics in 30 sections. While scholarly editorial changes have been made to make the book compact, we have kept our motto of excellence in the presentation methods to make reference to the book a pleasure.

We welcome suggestions for the improvement of our publications in general and the Handbook in particular.

1-9-2002 *—The Publishers*

MONTHLY UPDATE
of
Swamy's Handbook — 2003

As and when orders amending the rules are received from Government, the amendments will be published in our monthly magazine **SwamysnewS** *under the caption*

Swamy's Handbook — 2003
UPDATE — November, 2002
and so on

Readers are requested to refer to *SwamysnewS* **every month from November, 2002**

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1

Seniority and Promotion

[Swamy's — Complete Manual on Establishment and Administration]

1. Seniority

1. Direct Recruits.—

(*i*) *General procedure.*— Relative seniority of all direct recruits will be according to the order of merit in the Select List drawn by UPSC/SSC/other selecting authorities. Persons appointed from an earlier select list rank senior *en bloc* to those appointed from subsequent list.

(*ii*) *Delay in joining duty.*—Persons selected are required to join duty within a specified time (not exceeding two or three months). Offer letter will make it clear that the offer will lapse, if they do not join within that time. Seniority will not be affected, if persons join before specified date. (In exceptional cases, there is provision to extend time up to six months. In that case also seniority will not be affected).

(*iii*) *On revival of the lapsed offer.*—When a lapsed offer is revived in the public interest and in consultation with UPSC, person joining after the revival will be shown as junior to all the persons in the Select List. If in the meantime, another selection takes place and some or all of the selected persons join, the person will be junior to all those of such subsequent list.

2. Seniority delinked from confirmation.— Seniority of regularly appointed persons will be in the order of selection and not according to date of confirmation.

3. Promotees.—

(*i*) *General procedure.*— In the case of promotions by "Selection on Merit"/"Selection-cum-Seniority" basis, seniority will be in the order of merit list drawn by the DPC. In the case of promotions by 'seniority-cum-fitness' basis, names of unsuitable candidates will be removed and the original seniority maintained for the rest.

(*ii*) *Where promotions are made from different feeder cadres.*—If separate quotas are fixed for different feeder cadres, separate Select Lists should be prepared for each feeder cadre and selection made from each list to the extent of quota. Selected candidates will be placed in a consolidated list in the order of merit keeping in view the prescribed quota. Among persons in the feeder grades given the same grading, those in the higher scales of pay will rank senior to those in the lower scales of pay. If separate quotas have not been prescribed, the combined list will be in the order of merit decided by DPC.

(*iii*) *Direct recruits* vis-a-vis *Promotees.*— Combined Seniority list will be arranged in the order of selections and keeping in view the quota prescribed. If the number of candidates selected falls short of the prescribed quota either for promotees or direct recruits, the shortfall may be made good by appointing direct recruits or promotees, as the case may be. But these candidates will be shown at the bottom of the combined list. Shortfall will be adjusted in the next selection.

4. Transferees.—In the order of selection for absorption. If specific quotas have been prescribed for recruits, promotees and transferees—according to the rotation of vacancies as outlined in 3 above.

5. Surplus staff.—Treated as fresh entrants in the new organization. If two or more employees are redeployed in an office simultaneously, *inter se* seniority in their grade in previous office will be retained.

6. Deputationist absorbed subsequently.—Normally seniority will be from the date of absorption. However, if he had been holding the same or equivalent grade in the department, seniority will be from the date of deputation or the date of his regular appointment in the grade in his previous department, whichever is earlier.

7. Seniority on reversion to parent department.—Persons sent on deputation to other departments are entitled to original seniority in the parent department on reversion.

8. When appointed to different posts in same grade.—Seniority as per merit list drawn by Selection Committee.

9. Persons who have refused promotions and promoted after one year.— Persons on refusal of promotion will lose seniority and will be shown junior to those promoted prior to their subsequent promotion.

10. Re-employed pensioners.—Those re-employed after superannuation will not form part of the cadre.

Those retired/discharged before superannuation and re-employed in civil posts will be treated as direct recruits and their seniority fixed accordingly.

11. Meritorious sportsmen.—When recruited through Employment Exchange by direct recruitment along with other categories—in the order in which they are placed in the Select List. When recruitment is made by SSC and the department itself appoints a sportsman, his seniority will be at the bottom *en bloc* junior to those selected by SSC.

12. Person under suspension/disciplinary proceedings.— Original seniority will not be affected, if completely exonerated and the suspension held unjustified. Promotion will be given against the first available vacancy. He will be deemed to have been promoted from the date junior was promoted, for the purpose of counting service in the higher post for eligibility for promotion to the next higher post.— *Chapter* 39.

2. Regular Promotions

Assessment of vacancies.— Actual number of existing vacancies to be filled by promotion will be ascertained from Establishment Register, Incumbency Register, and Vacancy Register/Roster Register prescribed in D.P. & Trg., O.M. No. 35014/2/80, Estt. (D), dated 7-2-1986. Expected vacancies due to retirement, new posts, etc., will be added. Vacancies arising out of deputation for periods of more than a year will also be added, with reduction for deputationists expected to return. Vacancies may be calculated on financial yearwise where ACRs are written financial yearwise and Calendar yearwise where ACRs are written on Calendar yearwise.

Reservations.— Reservations at 15% for SCs, $7\frac{1}{2}$ % for STs for all posts and 1% each for blind, deaf-mute, and orthopaedically handicapped in Groups 'C' and 'D' posts only are admissible in cases of promotions in grades/services/posts in which the element of direct recruitment, if any, does not exceed 75%. There are no reservations in promotions for any other categories, OBCs, Ex-Servicemen, etc.

Crucial date for eligibility of Candidates.— Crucial date for eligibility of the candidates will be 1st January in all cases, irrespective of whether the CRs are written calendar yearwise or financial yearwise.

[G.I., Dept. of Per. & Trg., O.M. No. 22011/9/89-Estt. (D), dated 17-10-1994 and 22011/3/98-Estt. (D), dated 17-9-1998.]

3. *Ad hoc* Promotions

1. *Ad hoc* promotions should not be made for the reasons.— (*i*) Absence of Recruitment Rules, (*ii*) Revision of Recruitment Rules, (*iii*) Cases are pending in Courts/Tribunals for resolution of disputed seniority list.

2. Revision of Seniority List.—Unless there is a clear stay in a Court case against making regular promotions, the existing seniority list should be followed and persons recommended by DPC promoted, with the stipulation that promotions are provisional subject to decision of the Courts/Tribunal. After the decision, necessary readjustments will be made.

3. Cases where *ad hoc* promotion can be made.—

(*i*) Where there is no candidate in the approved panel.

(*ii*) Where there is injunction by Court/Tribunal against filling up the vacancy on regular basis and the post cannot be kept vacant till the final judgment.

(*iii*) *Filling up short-term vacancies.*—Approved panel should be prepared taking into account vacancies likely to arise in the year. Seniormost in the panel should be appointed against short-term vacancies of more than 45 days on *ad hoc* basis.

4. Procedure for filling short-time vacancies on *ad hoc* basis.— Promotion of the officer in the feeder grade may be made on seniority-cum-fitness basis even if 'selection' method is prescribed for regular promotion after proper screening to ensure satisfaction of the eligibility conditions. If there are no eligible officers, relaxation by the Competent Authority in exceptional circumstances, is necessary.

5. Reservation for SC/ST.— Applicable for *ad hoc* promotions also.

[G.I., Dept. of Per. & A.R., O.M. No. 36011/14/83-Estt., (SCT), dated 30-4-1983.]

6. Promotion Order to be specific.—The order should clearly mention that the promotion is purely on *ad hoc* basis and does not confer any right on the officer for a regular promotion and that he may be reverted to his lower post at any time.

7. When disciplinary proceeding initiated against officer in a higher post on *ad hoc* basis.— If the *ad hoc* appointment is against purely temporary vacancy or if he has held the *ad hoc* appointment for less than a year, he should be reverted. If the *ad hoc* appointment is purely for administrative reasons and if he has held the appointment for more than a year, he need not be reverted. Appropriate action in such cases will be taken depending on the outcome of the disciplinary proceedings.

8. *Ad hoc* promotion of officers whose cases are kept in sealed covers.—If the disciplinary case/criminal prosecution is not concluded even after the expiry of two years from the date of the first DPC which kept the promotion case in sealed cover, the Appointing Authority may consider the case for *ad hoc* promotion, if the official is not under suspension, keeping in view the following aspects.—

(*a*) whether the promotion of the officer will be against the public interest;

(*b*) whether the charges are grave enough to warrant continued denial of promotion;

(*c*) whether there is no likelihood of the case coming to a conclusion in the near future;

(*d*) whether the delay in the finalization of proceedings, departmental or in a Court of Law, is not directly or indirectly attributable to the Government servant concerned, and

(*e*) whether there is any likelihood of misuse of official position, the Government servant may occupy after *ad hoc* promotion, which may adversely affect the conduct of the departmental case/criminal prosecution. The Appointing Authority should also consult the CBI and take their views into account if the case arose out of the investigations conducted by the Bureau.

After considering the above aspects, if the Appointing Authority comes to a conclusion that it will not be against the public interest to allow *ad hoc* promotion, his case should be placed before the next DPC. On recommendation by DPC, the order of promotion may be issued making it clear that the promotion is purely *ad hoc* and until further orders.

If the Government servant is acquitted/fully exonerated, the promotion will be treated as regular one from the date of *ad hoc* promotion with all attendant benefits. If he could have got normal promotion earlier than his *ad hoc* promotion as per the first DPC proceedings with reference to his placement in the panel, he will be allowed his due seniority and benefit of notional promotion from the date his junior was promoted. The question of payment of arrears, etc., from the date of notional promotion should be decided by the Appointing Authority after considering all aspects of the case. If arrears are denied, reasons should be recorded.

If the Government servant is not acquitted on merits of the case but purely on technical grounds and the Government either proposes to take up the matter to higher Court or to proceed against him departmentally, or if he is not fully exonerated in the departmental case, the *ad hoc* promotion should be brought to an end and he should be reverted forthwith.—*Chapter* 20, 53.

4. Pro forma Promotions

Next Below Rule.— An officer serving outside his regular cadre (deputation, training, etc.,) should be considered for promotion, when due in his cadre. This is termed as 'Pro forma Promotion.'

Conditions to be fulfilled.—

(*i*) The officer concerned should have been found fit for promotion in his line.

(*ii*) All his seniors and at least one junior should have been promoted in his regular line.

(*iii*) Even if no junior officer is eligible, Pro forma Promotion may be made, provided (*a*) the post in the cadre remains unfilled for want of eligible person junior to the officer and (*b*) the post is not filled on *ad hoc* basis till the release of the next panel when a junior becomes eligible for promotion.

(*iv*) The benefit should be allowed to only one officer, the seniormost eligible officer, though more than one officer may be serving outside the cadre.

(*v*) When such seniormost eligible officer does not require the benefit, it will be passed on to the next officer.

(*vi*) A purely fortuitous promotion given to the junior will not entitle the senior to this benefit.

(*vii*) Once the Pro forma Promotion is given, the officer is entitled to the officiating pay of the post from time to time if it be more advantageous.

(*viii*) Such officiating pay drawn in the higher post should not exceed the maximum of the pay scale in *ex cadre* post. If it exceeds, officer will be reverted to his cadre within six months.

(*ix*) Benefit of Pro forma Promotion will be given only against a vacancy of more than 90 days. For this purpose, chain of vacancies will not be considered.

Benefit in other cases.— Admissible to an officer during training/instruction in India/deputation abroad for training/deputation to Territorial Army on annual training/course of instruction/emergency.

Not admissible to one who is deputed to hold a regularly constituted *ex cadre* post abroad and whose pay is regulated under special orders.

Competent Authority.— Ministries are empowered to grant benefit under Next Below Rule and the Comptroller and Auditor-General for IAAD staff.— *Chapter* 54.

5. *In situ* Promotions

Applicability.— (*i*) Applicable to employees including industrial workers directly recruited to Group 'D' and Group 'C' posts on the minimum of the relevant pay scale and not promoted on a regular basis even after drawing the maximum of the pay scale for more than a year. (*ii*) It is applicable to posts having no avenue of promotion at all as also to posts having inadequate avenue of promotion.

Not applicable to re-employed pensioners.

Promotional Grade.—Employees fulfilling the conditions above considered on seniority-cum-fitness basis for *in situ* promotion to the next higher scale available in the normal line/hierarchy of promotion. Normally Group 'D' employees in the scale of Rs. 2,550-3,200 will be considered for promotion to the scale of Rs. 2,610-3,540. Similarly, those in the scale of Rs. 2,650- 4,000 will be considered for promotion to the scale of Rs. 2,750-4,400. However, if in any organization promotion of Group 'D' employees is required to be made in a higher scale instead of scale indicated above, *in situ* promotions will be allowed to the scale to which promotions are made in that organization.

The promotional grade of Staff Car Drivers in the scale of Rs. 3,050-4,590 will be Rs. 4,000-6,000.

Where there are no promotional grades available in any case, the Ministry/Department will make a reference to the Finance Ministry through the Administrative Ministry giving details of such posts and suggesting suitable promotional grade or comparable promotional grade generally available for posts of that level.

Not admissible to Group 'C' whose next promotion is Group 'B'.— *In situ* promotion is not admissible to a Group 'C' employee whose next higher scale is a Group 'B' scale.

Admissible to Promotee also.—If a post is filled by direct recruitment and by promotion, a promotee though he has already got the benefit of promotion once can also be considered for *in situ* promotion from the date his junior, a direct recruit, is entitled to such promotion.

Direct recruit with pay not fixed at the minimum.—A direct recruit whose pay was not fixed at the minimum can also be considered for *in situ* promotion from the date his junior appointed at the minimum becomes entitled to such promotion.

Persons appointed/transferred to other posts.— Persons initially appointed to certain posts at the minimum of the scale but later appointed to other posts carrying the same scale of pay (e.g., Farashes, Security Guards, Malis, etc., appointed as Peons) are eligible for *in situ* promotion from the date a junior direct recruit becomes eligible. However, on their reversion to the original post, they will be entitled from the due date. But this principle is not applicable to persons transferred to other organizations in the same scale of pay.

Seniority List.— Employees given *in situ* promotions will continue to be shown in the seniority list of their respective lower grades/posts and considered for functional promotions to the higher grade/post in the normal way.

Fixation of pay.—Benefit of fixation of pay under FR 22 (I) (*a*) (*i*) is admissible. (But this benefit will not be available again on their subsequent regular promotion.)

Refusal of regular promotion.—If an employee has been given *in situ* promotion and later declines regular promotion, he will continue to be in the *in situ* promotional scale. But if he first declines regular promotion and then becomes eligible for *in situ* promotion, he will not be considered for *in situ* promotion.

Supersession.— An eligible official may be considered for *in situ* promotion even before his senior who does not fulfil the criteria prescribed above.—*Chapter* 53

6. Assured Career Progression Scheme

The Assured Career Progression Scheme for Central Government employees has been introduced by the Government of India on the recommendations of the Fifth Central Pay Commission to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. This scheme is operational from 9th August, 1999.

I. The Scheme:

1. Envisages grant of two financial upgradations to Groups 'B', 'C' and 'D' employees on completion of 12 years and 24 years of regular service respectively. Isolated posts in Groups 'A', 'B', 'C' and 'D' categories which have no promotional avenues are also eligible for the benefits of the Scheme.

2. The Scheme is not applicable to Group 'A' Central Services (Technical/Non-Technical) for the reason that promotion in their case must be earned.

3. Casual employees (including those with temporary status) *ad hoc* and contract employees are not eligible for benefits under the Scheme.

4. The Scheme will in no case affect the normal (regular) promotional avenues available on the basis of vacancies.

Conditions for grant of benefits:

(*i*) The Scheme envisages merely placement in the higher pay scale/grant of financial benefits (through financial upgradation) only to the Government servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose.

(*ii*) The highest pay-scale up to which the financial upgradation shall be available will be Rs. 14,300-18,300.

(*iii*) The first financial upgradation under the Scheme will be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of the first financial upgradation. If the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc., this would have consequential effect on the second upgradation which would also get deferred accordingly.

(*iv*) Two financial upgradations under the Scheme in the entire career of an employee will be counted against regular promotions (including *in situ* and fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit.

(*v*) If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service. In case two prior promotions on regular basis have already been received by an employee, no benefit under the Scheme shall accrue to him.

(*vi*) The period of regular service for grant of benefits under the Scheme will be counted from the grade in which an employee was appointed as a direct recruit.

(*vii*) Financial upgradation under the Scheme will be given to the next higher grade in accordance with the existing hierarchy in a cadre/category of posts without creating new posts for the purpose.

(*viii*) The financial upgradation under the Scheme will be purely personal to the employee concerned and will have no relevance to his seniority position.

(*ix*) On upgradation under the Scheme, pay of an employee will be fixed under the provisions of FR 22 (I) (*a*) (1). The financial benefit allowed under the Scheme will be final and no pay fixation benefit will accrue at the time of regular promotion, i.e., posting against a functional post in the higher grade.

(*x*) Grant of higher pay scale under the Scheme shall be conditional to the fact that an employee, while accepting the said benefit shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently.

(*xi*) If an employee, after availing the financial upgradation under the ACP Scheme subsequently refuses to accept the regular promotion, the financial upgradation already granted will not be withdrawn. However, the subsequent financial upgradation will get postponed.

(*xii*) Existing time-bound promotion schemes, including *in situ* promotion scheme, in various Departments may, as per choice continue to be operational for the concerned categories of employees; but these schemes will not run concurrently with the Assured Career Progression Scheme.—*Chapter* 53.

II. Clarifications:

An employee directly recruited in Group 'B' may be entitled for two financial upgradations under ACPS subject to the parameters prescribed in this regard notwithstanding the fact that he is placed in the pay scale attached to Group 'A' post after 1st upgradation under ACPS. The same would be the case if the employee gets 1st vacancy-based promotion in Group 'A'.

The upgradation under ACPS is to be allowed in the existing hierarchy notwithstanding the fact that the next two promotional grades carry the same pay scales.

[G.I., M.H.A., Lr. No. U. 14012/4/2000 GP, dated 18-10-2000 addressed to Shri K. Rajan, Under Secretary (Finance) Govt. of Pondicherry.]

Canteen Staff.—Service rendered as well as the promotion(s) earned prior to 26th September, 1983 may be ignored while considering the Canteen employees for financial upgradation under ACP Scheme.

In situ promotion allowed after 26-9-1983 may be set off against ACPS, if such *in situ* promotion is in the defined hierarchy. Otherwise such promotions may be ignored and entitlement under ACPS may be decided with reference to Grade held as on 26th September, 1983.

[G.I., Dept. of Per. & Trg., O.M. No. 3/4/99-Dir. (C), dated 9-5-2001.]

7. Declining of promotion

An officer declining promotion for reasons acceptable to the Appointing Authority, will not be promoted for one year or till a vacancy arises, whichever is later. If by then the next DPC meets, his case will be considered afresh and he will forgo his seniority in the first panel. His seniority will be counted from the date of his promotion, if the promotion is after one year, though from the same panel. If the promotion is from the subsequent panel, his seniority will be with reference to his position in that panel.

If the reasons for declining are not acceptable to the Appointing Authority, the promotion may be enforced. If promotion is still declined, disciplinary action may be taken for refusal to obey the order.—*Chapter* 53.

8. Confidential Reports

1. Purpose and importance.— Confidential Report is an objective assessment of the work and conduct of a Government servant. Assessment of CRs is the main criteria for Confirmation, Promotion, Review under FR 56 (*j*) for premature retirement, etc. Writing and maintenance of CRs, therefore, assumes importance, not only in the interest of service but also in the interest of the employee.

2. Applicability.—

(*i*) CRs to be written for all categories of Groups 'A' , 'B' and 'C' employees, contract officers, categories of Group 'D' posts of sensitive nature (such categories to be decided by each Ministry/Department).

(*ii*) Not to be written for (*a*) other categories of Group 'D', (*b*) honorary and part-time officers and (*c*) those who had worked for less than three months during the year.

3. Reporting Officer/Reviewing Officer.— CR to be written by the Reporting Officer immediately superior to the employee concerned and reviewed by next higher authority. In both the cases, they should have supervised the work of the employee for not less than three months. If they are under suspension, they should write/review the Reports within two months of date of suspension or one month of due date of completion of CR, whichever is later. Writing/Reviewing not permissible after this time-limit. If, however, they are under suspension during major part of the writing/reviewing period, they should NOT write the CRs. If the employee concerned happens to be a relative, Reporting or Reviewing, as the case may be, to be done by the next higher authority.

4. History Sheet.—A History Sheet in the prescribed form to be placed at the bottom of the CR folder. In the case of Group 'A' officers, passport size photograph to be affixed at the right hand top corner of History Sheet. History Sheet will contain all the details of the officer concerned, viz., name, age, qualifications, record of service, etc. Any changes occurring after completion of History Sheet to be promptly added.

5. Self-Appraisal or Self-Assessment.— CR to be performance-oriented. Groups 'A', 'B' and 'C' officers required to submit brief resume not exceeding 300 words as Self-appraisal, relating to the period of Report. Submission of lengthy notes in separate sheets to be avoided. To be completed and submitted before due date, duly signed and dated.

The following column is to be added in the Self-Appraisal form as Column 4 in the case Groups 'A' and 'B' Officers only:—

"Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date, i,e., 31st January of the year following the calendar year. If not, the date of filing the return should be given.".

6. CR Forms.— CR formats for different levels of posts have been prescribed with changes duly made after introduction of Self-Appraisal system for Groups 'C' and 'B' also. Departments to follow these model forms and prescribe formats suitably for other categories under their control. Departments have also been asked to introduce bilingual forms.

7. Periodicity.— CRs are written annually according to financial year, i.e., 1st April to 31st March. (in some departments calendar year system is still continued).

8. Part Reports.—Part Reports necessary—

(*i*) if the official is transferred to the control of another Reporting Officer in the same or other office during the year. Reports are to be written by the respective Reporting Officers for the relevant periods.

(*ii*) if the Reporting Officer is transferred during the year. He should write CRs for all the staff under his control up to the date of his transfer, within 3-5 weeks of his transfer.

(*iii*) if the Reviewing Officer is transferred and if new Reviewing Officer is not likely to have at least three months to supervise the work of the employees concerned.

9. Reason for the gap in the report to be indicated.—Where part reports are written and any periods in a year are not covered by Reports for the reasons stated in Para. 8 above, a Certificate or a Note in the form given below to be placed on file, duly signed by the present Reporting/Reviewing Officer.

"*Certified that there is no report for the period from .... to .... due to change of Reporting Officer, etc.*"

10. Guidelines for Reporting.—

(*i*) *Contents and manner of Reporting.*—Reporting Officer to have carefully observed the work and conduct for at least three months and provided required training and guidance. Remarks to be specific under each column and not to be vague. Merely writing 'Good', 'Very Good', 'Average', etc., likely to be ignored unless substantiated with specific comments. Words and phrases to be chosen correctly to accurately reflect the intention of the Reporting Officer. All the items to be filled with due care and attention and not in a casual or superficial manner. Before writing the report at the year end, to review the performance at regular intervals and take necessary corrective steps by way of advice, etc. To ensure that the remarks are realistic and impartial.

(*ii*) *Assessment for the period of report only.*— Comments and observations to relate to the period of report only.

(*iii*) *All columns to be filled.*— No column to be left blank. Abstract comments for more than one column bracketing together to be avoided.

(*iv*) *Approved courses of training.*— Mention to be made of approved courses of training, if any, undertaken during the period. Report received from the institution concerned to be placed in original or the substance entered therein. An entry about the 'report', if any, submitted by the officer on his work abroad also to be mentioned if it is either exceptionally good or of poor quality.

(*v*) *Column for Effectiveness in the development and protection of SCs/STs.*—To be filled only where applicable. Otherwise 'not applicable' may be written against the column.

(*vi*) *Grading.*— 'Outstanding', 'Very Good', 'Good' considered as favourable reports. 'Average' by itself not considered adverse but DPC may consider promotions only for cases above 'average'. Hence grading as 'average' to be avoided, as far as possible. 'Below Average' is certainly an adverse report. Gradings given to be consistent with the remarks against various columns.

(*vii*) *Fairly Good.*— Not treated as adverse. But such remarks against punctuality column taken as adverse. This term also normally to be avoided.

(*viii*) *Integrity.*— If the official's integrity is beyond doubt, may be stated so against the column. In case of doubt or suspicion, prescribed procedure for recording a secret note separately to be followed up. Such column to be filled up suitably if doubts are cleared. If suspicions are confirmed, fact to be recorded. In no case 'doubtful integrity' or 'complaints received against the official' to be mentioned. If there is no material for follow-up action, general practice is to mention 'nothing adverse came to notice'.

(*ix*) *Signature.*— Report to be signed and dated indicating designation (preferably with a rubber stamp) and handed over to the Reviewing Officer.

11. Guidelines for Reviewing.—

(*i*) *Period of Report.*— Reviewing Officer to have watched the work and conduct of the official at least for three months in the year. Hence the Report for the entire year can be reviewed if the Reviewing Officer had observed the working for a short period of 3-4 months. No part report necessary in such cases. (In some cases where the Reviewing Officer has no contact with the official, he should verify the correctness of the remarks of the Reporting Officer after making necessary enquiries.)

(*ii*) *To ensure correct Reporting.*— Reviewing Officer to carefully see that Reporting has been done as per instructions/guidelines. If any vague/ambiguous remarks are contained, the report to be returned to the Reporting Officer for necessary revision. If the Reviewing Officer disagrees with any part of the report, he may state so with suitable remarks. If he ''agrees with the assessment of the Reporting Officer'', his remarks should not be at variance with the report.

(*iii*) *Reviewing Officer's remarks final.*—Where the Reviewing Officer disagrees and gives his own remarks duly substantiated, such remarks treated as 'final' and only these will be taken into account by DPC, etc.

12. Custody and handling of Confidential Reports.— CRs to be in the custody of the designated officers. To ensure safe custody, a Register to be maintained to show the CR files on hand, their movements, etc. Proper handing over/taking over to be ensured when the officer concerned is transferred etc. (Not only contents of CRs but their movements also to be kept confidential).

13. Maintenance of CR Files.— CR files are to be kept in safe custody. It should be ensured that each file is complete in all respects, i.e., all reports due are received and filed properly. An Index is kept in each CR file and entries made as and when fresh reports are received and filed. There are time-limits prescribed for consideration of Promotion cases, etc., when complete CRs are seen by DPCs. Up-to-date maintenance of CR files is therefore necessary.

14. Time-Schedule for preparation/completion of CRs.— Prescribed time-schedule is given below:

TIME- SCHEDULE FOR PREPARATION OF CONFIDENTIAL REPORTS

Nature of action	Date by which to be completed
1. Distribution of blank CR forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to Reporting Officers where self-appraisal is not to be given).	31st March. (This may be completed even a week earlier.)
2. Submission of self-appraisal to Reporting Officer by officer to be reported upon (where applicable).	15th April.
3. Submission of report by Reporting Officer to Reviewing Officer.	
—Where self-appraisal by officer reported upon is prescribed.	7th May.

Nature of action	Date by which to be completed
—Where self-appraisal by officer reported upon is *not* prescribed.	21st April.
—Where officer reported upon is himself a Reporting Officer for subordinates under him.	22nd May.
4. Report to be completed by Reviewing Officer and sent to Administration or CR Section/Cell.	23rd May where the due date for the Reporting Officer is 7th May; 7th May where the due date for the Reporting Officer is 21st April; 5th June where the due date for Reporting Officer is 22nd May.

—*Chapter* 52.

9. Adverse entries in Confidential Reports

1. All adverse entries in the Confidential Report, both on performance as well as on basic qualities and potential, should be communicated by the officer recording them. Where countersigning and reviewing authorities are prescribed, only such of those entries which are accepted by them, are to be communicated.

2. Remarks about the physical defects noted in the Confidential Report need not be communicated.

3. Similarly, the grading of the officer done on the basis of the general remarks in the report, should not also be communicated, even if it is adverse.

4. The identity of the officer making the remarks should not normally be disclosed.

5. Communication of the adverse remarks should be made within one month of their being recorded.

6. Along with the adverse entries, the substance of the entire report including what may have been stated in praise is also to be communicated, as also the improvements made in respect of defects, if any, mentioned in the earlier report.

7. The forwarding memo should be couched in such a language so as to make it clear to the officer reported upon that the intention of the communication is that, he should try to improve himself in respect of those defects.

8. While communicating the adverse remarks, the time-limit for making representation against same, viz., one month, should be brought to the notice of the officer.

9. Representation against adverse remarks will lie to the authority immediately superior to the countersigning authority, if any, or to the

Reporting Officer. If the immediate superior authority has already reviewed the report and has also expressed his view either agreeing or disagreeing with the remarks recorded and accepted by the countersigning authority, the representation should be to the next higher authority.

10. Representation against adverse remarks should be expeditiously disposed of by the Competent Authority, at any rate, within three months.

11. If that authority decides that the entries are not justified and deserve expunction, he should score through the remarks, paste it over or otherwise, obliterate it, under intimation to all concerned.

12. If the authority feels that the remarks should be toned down, it should make necessary entry separately with proper attestation at the appropriate place of the report. No correction should be made in the earlier entries themselves.

13. If the authority comes to the conclusion that there is no sufficient ground for interference, the representation should be rejected and the official informed accordingly.

14. Where a penalty is set aside on appeal or review, the adverse remarks recorded on the basis of the penalty, should be expunged. Where the penalty is modified, the entry in the Confidential Report originally made on the basis of the penalty awarded should also be immediately modified accordingly.

15. Where adverse remarks in the Confidential Report of an officer have not been communicated to him, this fact should be taken note of by the Departmental Promotion Committee while assessing the suitability of the officer for promotion/confirmation.

16. In a case where a decision on the representation of an officer against adverse remarks has not been taken or the time allowed for submission of representation is not over, the Departmental Promotion Committee may, in its discretion, defer the consideration of the case till a decision on the representation.

17. If no representation is made within the prescribed time or once such representation has been finally disposed of, there would be no further bar to take notice of the adverse remarks.

18. No memorial or appeal against the rejection of the representation should be allowed six months after such rejection.— *Chapter* 52.

10. Letters of Appreciation

1. Government policy in general discourages granting letter of appreciation or note of commendation to its employees and placing it in the Confidential Report Dossier. Appreciation of work should more appropriately be recorded in Annual Confidential Reports rather than in letters of appreciation which do not give complete perspective of the Government servant's good and bad points.

2. Letters of appreciation issued in the following cases by the authorities specified therein, may, however, be kept in the Confidential Report Dossier of the Government servants concerned:—

(*a*) Issued by the Government or a Secretary or Head of Department in respect of any outstanding work done.

(*b*) Issued by special Bodies or Commissions or Committees, etc., or excerpts of their reports expressing appreciation for a Government servant by name.

(*c*) From individual non-officials or from individual officials (other than a Secretary/Head of Department) if confined to expressing appreciation for services rendered far beyond the normal call of duty: provided the Secretary or the Head of the Department so directs.

3. The mere fact that a stray letter of appreciation goes into the Confidential Report does not give the officer undue advantage in the matter of promotion which is governed more by consideration of general and consistently high performance than occasional flashes of good work.— *M.H.A., O.M. No.* 51/14/60-*Ests.* (*A*), *dated* 31-10-1961 *and C.S., O.M. No.* 51/5/72-*Ests.* (*A*), *dated* 20-5-1972.

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Reservations and Concessions in Appointments

1. Reservation for SCs/STs

[Swamy's — Reservations and Concessions]

1. Definition of SC/ST.— A person should belong to a Caste or a Tribe declared by the Central Government to be a Scheduled Caste or a Scheduled Tribe for the area of which he/she is a resident.

Further, a person claiming to be SC should profess either the Hindu or the Sikh or the Buddhist Religion. A person of the Scheduled Tribe may profess any religion. A person not belonging to SC/ST by birth will not be deemed to be a member of SC/ST by virtue of marriage with a person belonging to SC/ST. Similarly, a person belonging to SC/ST by birth will continue to belong to that category even after marriage with a person not belonging to SC/ST. If an SC person converted to a religion other than Hinduism / Sikhism/Buddhism reconverts himself back to these religions, he will be deemed to have reverted to his original SC status, if he is accepted by the members of that particular caste as one among them.

2. Certificate to be produced.— A person claiming to belong to SC/ST should produce a certificate in the prescribed form signed by any of the following authorities:—

(1) District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/I Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra-Assistant Commissioner.

(2) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(3) Revenue Officer not below the rank of Tahsildar.

(4) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

3. SC candidate to intimate change of religion.— Every SC member should immediately inform the appointing authority in the event of any change of his/her religion.

HB—2

4. Reservations in Direct Recruitment.—

Sl. No.	Method of recruitment	% of reservation	Roster
1.	Direct Recruitment on All India basis by Open Competition	15% for SC $7\frac{1}{2}$% for ST	200-point post-based roster
2.	Organizations receiving candidates from a single common All India list prepared by SSC		
3.	Direct Recruitment on All India basis otherwise than by Open Competition	$16\frac{2}{3}$% for SC; $7\frac{1}{2}$% for ST	120-point post-based roster
4.	Local Recruitment at Delhi	Same as in 1 and 3 above	
5.	Direct Recruitment to Groups 'C' & 'D' posts normally attracting candidates from a locality or a region	Percentages applicable to the respective States	The present 100-point vacancy-based roster should be suitably revised as post-based
6.	Organizations receiving candidates from SSC on the basis of Centre-linked zonal basis		
7.	Organization spreading into more than one State/UT (The roster will be drawn up with the help of Dept. of Per. & Trg., taking into account population of SC/ST in such areas).		

5. Extent of application.—

Applicable to—

(*a*) *all services/posts in the non-industrial as well as in the industrial establishments* under the control of the Government of India;

(*b*) *work-charged posts* except those required for emergencies like flood/accident relief, etc. Percentage of reservation will be as for Groups 'C' & 'D'.

(*c*) *daily-rated staff,* though reservation orders do not apply *in toto,* SC/ST candidates will be recruited in such a way that their total representation does not fall below the prescribed percentage.

(*d*) *casual workers appointed against regular posts*. Shortfall will be adjusted by appointment of SC/ST candidates from outside.

Not applicable to—

(*a*) posts in Department of Space and trainees under the Department of Atomic Energy;

(*b*) *ex cadre* posts. But if they are in existence for a long time, the question of including such posts in the cadre should be considered.

(*c*) posts filled by deputation. But eligible SC/ST candidates should be duly considered; if the number of posts is fairly substantial, a fair percentage should be filled by SC/ST subject to availability.

(*d*) certain categories of Scientific/Technical personnel (earlier exempted from the reservation provisions) in respect of posts up to and including lowest grade in Group 'A'.

6. Reservations in Promotions.—The percentage of reservations in promotions wherever applicable are the same as for direct recruitment on All India basis by open competition. Reservations are applicable for promotion in all grades and services in which the element of direct recruitment, if any, does not exceed 75%.

7. Promotions/appointments to Selection Grade posts.— Reservation orders are applicable, as for 'selection-cum-seniority'/'selection by merit' method or 'seniority-cum-fitness' method.

8. Reservations in promotions.—Reservation for SCs/STs in promotions will continue till such time as the representation of each of the categories in each cadre reaches the prescribed percentages of reservation.— *OM, dated* 13-8-1997.

9. Relaxations/Concessions admissible to SC/ST in direct recruitment.—

(*i*) *Age.*— Maximum age-limit up to five years, for all posts.

(*ii*) *Minimum standard in Examination/Interview.*— If adequate number of SC/ST candidates satisfying the minimum standard is not available, shortfall will be adjusted by relaxing the minimum standard, provided they are not considered unsuitable. There will be no relaxation in qualification and/or minimum number of marks/grade.

(*iii*) *Less than minimum standard.*— In the case of non-technical and quasi-technical Groups 'C' and 'D' filled by direct recruitment instead of through written examination, if SC/ST candidates are not available even under relaxed standards, shortfall will be adjusted by appointment of the best among the remaining SC/ST candidates with minimum educational qualifications.

(*iv*) *Exemption from fee.*— Candidates are fully exempted from fees for admission to any examination for recruitment/selection.

(*v*) *Separate interviews.*— For direct recruitment against reserved vacancies, separate interviews will be held for SC/ST candidates so that they are not adjudged along with general candidates.

10. Relaxations/Concessions in promotions.—

(*i*) *Age.*—Where an upper age-limit not exceeding 50 years is prescribed for promotion, it should be relaxed by five years.

(*ii*) *Departmental Competitive Examination.*—SC/ST candidates who have not acquired the general qualifying standard should also be considered for promotion, if they are not considered unfit for such promotion, by relaxing the qualifying standards in their favour.

(*iii*) *Departmental qualifying examination.*—Suitable relaxation in the qualifying standard in such examinations should be made in the case of SC/ST candidates.

11. Liaison Officer.— An Officer in the rank of Deputy Secretary is nominated in each Ministry to ensure compliance of the reservation orders issued in favour of SCs/STs, to ensure prompt disposal of grievances and to scrutinize and consolidate statistical data. Liaison Officers are also to be nominated in the offices of Heads of Departments and in each Attached/ Subordinate Offices.—*Section* 2.

2. Reservations for Socially and Educationally Backward Classes (OBCs)

[Swamy's — Reservations and Concessions]

1. Definition.— OBCs for purposes of reservation would comprise of the castes and communities which are commonly mentioned in both the lists in the Mandal Commission Report and the State Governments' lists. A list of such common categories has been brought out by the Ministry of Welfare. However, from this list, certain persons/sections will be excluded. The rest will be entitled for reservation.—*OM, dated* 8-9-1993.

2. Certificate.—Any candidate claiming to belong to the OBC should obtain a certificate in the prescribed form signed by any of the specified authorities. No other certificate will be accepted. The authority should also certify that the candidate does not belong to any one of the Creamy Layers.— *OM, dated* 29-12-1993.

3. Reservations only in Direct recruitment.— 27% in civil posts/services are reserved for OBCs. No reservation in promotions.

EXEMPTIONS.—Scientific/technical posts for conducting, organizing, guiding and directing research, which are above the lowest Group 'A' grade are exempted from the purview of reservations.— *OM, dated* 13-5-1994.

4. Relaxations and concessions.—

(*i*) *Age-limit for direct recruitment.*— Three years, for all posts.

(*ii*) *Meritorious candidates not to be adjusted against reservation.*— OBC candidates recruited on the basis of merit on the same standards as for general candidates will not be adjusted against the 27% reservation.

(*iii*) *Minimum standard in examination/interview.*— In respect of written examination/interview for direct recruitment, relaxation of standards will be allowed for OBC candidates as in the case of SC/ST [*See* Para. 9 (*ii*) of Subject 1 in this Section.]

5. Separate Liaison Officer for OBC.— Deputy Secretary-in-charge of Administration or an officer of equivalent rank in each Ministry/Department Attached and Subordinate Offices will be appointed as Liaison Officer separately to look after work relating to matters of reservation for OBCs.—*OM, dated* 1-10-1997.

—*Section* 3.

3. Post-Based Reservation Rosters

[Swamy's — Reservations and Concessions]

RESERVATION ROSTERS FROM 2-7-1997

(*i*) *Direct Recruitment on All India basis* ***by Open Competition.***— (*Annexure - II to O.M., dated* 2-7-1997)

Out of the specified 200 points, the reserved points will be—

For Scheduled Castes — 15% (30 points)

7	41	74	107	140	174
15	47	81	114	147	180
20	54	87	121	154	187
27	61	94	127	162	194
35	68	99	135	168	199

For Scheduled Tribes — $7\frac{1}{2}$ % (15 points)

14	55	95	136	175
28	69	108	148	188
40	80	120	160	198

For Other Backward Classes — 27% (54 points)

4	26	49	71	93	115	138	161	182
8	30	52	75	97	119	141	163	186
12	34	56	78	100	123	145	167	189
16	38	60	82	104	126	149	171	193
19	42	63	86	109	130	152	176	197
23	45	67	89	112	134	156	178	200

The remaining 101 points will be Unreserved.

(*ii*) *Direct Recruitment on All India basis* ***otherwise than by Open Competition.***—120-*point Roster. (Annexure – IV to O.M.)*

Out of the specified 120 points, the reserved points will be—

For Scheduled Castes—15% (20 points)

7	31	56	79	103
13	37	61	85	110
19	43	67	91	115
25	49	73	97	119

For Scheduled Tribes—$7\frac{1}{2}$ % (9 points)

14	40	68	95	118
27	54	80	107	

For Other Backward Classes—27% (31 points)

4	24	44	63	82	101	120
8	28	47	66	86	105	
12	32	51	70	90	109	
16	35	55	74	94	113	
20	39	59	78	98	117	

The remaining 60 points will be Unreserved.

(*iii*) *Local recruitment.*—The present 100-point vacancy-based roster maintained according to the proportionate population of SC/ST in different States is required to be revised suitably as Post-based rosters. Ministries/ Departments have to prepare the revised rosters on the same principles.

(*iv*) *Promotions.*—200-*point roster*. (*Annexure - III to O.M.*)

Out of these 200-points, reservation will be—

SC — 15% (30 points) and ST $7\frac{1}{2}$% (15 points)

Points for SC/ST will be the same as prescribed for 200-point roster for All India Recruitment by open competition as in (*i*) above. No reservation for OBCs; all the remaining 155 points will be Unreserved.

EXPLANATORY NOTES.— Some of the important points of the Explanatory Notes given in Annexure-I to the O.M., dated 2-7-1997 are:

(1) These rosters are not for determining seniority.

(2) The two fundamental principles in drawing up these rosters are (*i*) reservation to be kept within the prescribed percentage and (*ii*) total reservation not to exceed 50% of the cadre.

(3) The number of points in each roster will be equal to the number of points in the cadre. As and when cadre strength is increased or decreased, the roster will be expanded or contracted.

(4) Separate rosters to be maintained for each type of recruitment, i.e., direct recruitment, promotion, etc. For example if a 200-personnel cadre is to be filled by direct recruitment and promotion on 50:50 basis, the rosters for direct recruitment and for promotion shall be 100 points each.

(5) Posts filled by transfer/transfer on deputation not to be entered in the roster.

(6) Roster will be operated on the replacement principle and not as a 'running account'. The points in the roster are fixed. Vacancies caused by retirement, etc., are to be filled only by the respective categories.

(7) SCs/STs/OBCs candidates selected on merit will not be shown against the reserved points but shown against Unreserved points.

(8) For initial operation of the roster, actual representation of the reserved categories in the cadre will be worked out and excess/shortage adjusted by future recruitment.

(9) In small cadres of up to 13 posts, please see the following model rosters and instructions given thereunder. The principles of operating these rosters will be found in the explanatory notes.

I. DIRECT RECRUITMENT ON ALL INDIA BASIS

(A) BY OPEN COMPETITION

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	UR	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	UR	ST					

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
7.	SC	OBC	UR	UR	UR	OBC	UR	ST						
8.	OBC	UR	UR	UR	OBC	UR	ST							
9.	UR	UR	UR	OBC	UR	ST								
10.	UR	UR	OBC	UR	ST									
11.	UR	OBC	UR	ST										
12.	OBC	UR	ST											
13.	UR	ST												

(B) OTHERWISE THROUGH OPEN COMPETITION

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruitment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST
2.	UR	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST	
3.	UR	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST		
4.	OBC	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST			
5.	UR	UR	SC	OBC	UR	UR	UR	OBC	SC	ST				
6.	UR	SC	OBC	UR	UR	UR	OBC	SC	ST					
7.	SC	OBC	UR	UR	UR	OBC	SC	ST						
8.	OBC	UR	UR	UR	OBC	SC	ST							
9.	UR	UR	UR	OBC	SC	ST								
10.	UR	UR	OBC	SC	ST									
11.	UR	OBC	SC	ST										
12.	OBC	SC	ST											
13.	SC	ST												

II. PROMOTION

Model Roster for cadre strength up to 13 posts

REPLACEMENT NO.

Cadre Strength	Initial Recruit-ment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th
1.	UR	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST
2.	UR	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST	
3.	UR	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST		
4.	UR	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST			
5.	UR	UR	SC	UR	UR	UR	UR	UR	UR	ST				
6.	UR	SC	UR	UR	UR	UR	UR	UR	ST					
7.	SC	UR	UR	UR	UR	UR	UR	ST						
8.	UR	UR	UR	UR	UR	UR	ST							
9.	UR	UR	UR	UR	UR	ST								
10.	UR	UR	UR	UR	ST									
11.	UR	UR	UR	ST										
12.	UR	UR	ST											
13.	UR	ST												

NOTES:— (*Common to both Direct Recruitment and Promotion*)

1. For cadres of 2 to 13 posts, the roster is to be read from entry 1 under Column Cadre Strength till the last post and then horizontally till the last entry in the horizontal row, i.e., like ‘‘L’’.

2. All the posts of a cadre are to be earmarked for the categories shown under Column Initial Appointment. While initial filling up will be by the earmarked category, the replacement against any of the post in the cadre shall be by rotation as shown horizontally against the last post of the cadre.

3. The relevant rotation by the indicated reserved category could be skipped over if it leads to more than 50% representation of reserved category.— *OM, dated* 2-7-1997.

Other instructions:— (*i*) *Grouping of posts.*— If the total number of posts in any cadre or grade is below 20, they should be grouped with posts in the same group, i.e., Group ‘A’, ‘B’, ‘C’ or ‘D’, taking into account the status, salary, qualifications, etc. A group should not ordinarily consist of less than 25 posts. This is applicable for direct recruitment only. Proposals for such grouping requires the approval of the Department of Personnel & Training. If grouping of posts is not found possible, the relevant model roster for cadre strength up to 13 may be adopted.

(*ii*) *Posts of Safaiwala.*—These are filled generally by SC and should not be grouped with other isolated posts even if they are less than 20.

(*iii*) *Separate roster for each grade/group.*—A separate roster will be maintained for each grade/group of posts. Again separate rosters are necessary for different methods of recruitment.— *OM, dated* 2-7-1997.

4. Reservations for Physically Handicapped Persons

[Swamy's — Reservations and Concessions]

1. Categories.—

(*i*) Blindness or low vision;

(*ii*) Hearing impairment;

(*iii*) Locomotor disability or cerebral palsy. [Includes all cases of Orthopaedically handicapped persons.]

Each category is divided into four groups:—

(*a*) Mild	... ...	less than 40%
(*b*) Moderate	... ...	40% and above
(*c*) Severe	... ...	75% and above
(*d*) Profound/total	...	100%

Reservation admissible only to those falling under the groups (*b*), (*c*) and (*d*) above. The minimum degree of disability for any concession is 40%.— *O.M. No*. 36035/02/98-*Estt.* (*Res.*), *dated* 4-6-1998.

2. Reservations.—Applicable to all grades/services, for direct recruitment and in promotions where the element of direct recruitment does not exceed 75%.

3. Percentage of reservation.—Three per cent @ 1% for each of the three categories.

4. Identification of posts.— More than 1,000 jobs have been identified for appointment of these three categories.

5. Calculation of the number of vacancies reserved.— For Groups 'C' and 'D', total number of vacancies in a year will be calculated and the percentage worked out even though the vacancies include non-identified jobs. For Groups 'A' and 'B', vacancies calculated with reference to identified posts only.—*O.M., dated* 29-3-2000.

6. Register.—A separate 100-point register will be maintained by Heads of Departments, divided into three blocks, i.e., 1-33, 34-67 and 68-100. Points 1, 34 and 67 to be earmarked for the three reserved categories. Candidates appointed as per these points should be placed in the appropriate category, viz., SC/ST/General, depending upon their category in the Reservation roster. After ascertaining the vacancies keeping in view the identified categories, the same procedure will be followed for promotion. For this purpose also separate registers will be maintained.

7. *Inter se* exchange.— If a candidate of a particular category is not available or if the nature of vacancy is such that, a given category cannot be employed, the vacancy may be exchanged for a vacancy against another, among the 3 categories.

8. Carry forward of reservation.—Unfilled reserved vacancies will be carried forward to the next block in the same year first. Unfilled vacancies at the end of the year will be carried forward to the three subsequent years.

9. Relaxations and Concessions.—

(*i*) *Age.*—

For Groups C & D posts/ services	—	10 years for recruitment through SSC/Employment Exchange
For Groups A & B posts/ services	—	10 years for recruitment through Open Competitive examinations and 5 years in other cases.

In respect of SC/ST/OBC candidates, this is over and above the admissible relaxation.

(*ii*) *Fee.*— Candidates are exempted from examination fee/application fee for competitive examination and selection by UPSC/SSC for all posts.

(*iii*) *Standards in direct recruitment Promotion.*— Same as for SC/ST, i.e., those not in the merit list can also be considered if they are not found unfit. But no relaxation in promotion.

(*iv*) *Typing Test.*—Those holding clerical posts, if certified by the Medical Board attached to the Employment Exchange for handicapped as unable to type, are exempted from passing Typing Test.

(*v*) *Earmarking one 'Chair Caner' post for blind.*— One of the Group 'D' posts will be earmarked for appointment of 'Chair Caner' in all the Ministries/Departments; No minimum qualification; enough if the candidate knows caning.

(*vi*) *Transport Allowance.*—Admissible in lieu of Conveyance Allowance.

(*vii*) *Posting near native place.*—Handicapped candidates recruited to Groups 'C' and 'D' posts on regional basis may be given posting, near their native places as far as possible, subject to administrative constraints. Requests for transfer to or near their native places may also be given preference in the case of physically handicapped employees in Groups 'A', 'B', 'C' and 'D'.

10. Liaison Officers.— Same as for SCs/STs.

5. Reservations for Meritorious Sportspersons

[Swamy's — Reservations and Concessions]

1. Eligibility.—(*i*) Persons who have represented a State or the country in the National or International competition in any of the games/sports listed below.

(*ii*) Their University in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of these games.

(*iii*) The State Schools Tennis in the National Sports/Games conducted by the All India School Games Federation in any of these games/sports.

(*iv*) Persons who have been awarded National Awards in Physical Efficiency under National Physical Efficiency Drive.

List of Games/Sports.— Archery, Athletics (including Track and Field events), Atya-Patya, Badminton, Ball-Badminton, Basketball, Billiards and Snooker, Boxing, Bridge, Carrom, Chess, Cricket, Cycling, Equestrian Sports, Football, Golf, Gymnastics (including Body-Building), Handball, Hockey, Judo, Kabaddi, Karate-DO, Kayaking and Canoeing, Polo, Kho-Kho, Power-lifting, Rifle Shooting, Roller Skating, Rowing, Softball, Squash, Swimming, Table Tennis, Taekwondo, Tennikoit, Tennis, Volleyball, Weight-lifting, Wrestling and Yachting.

2. Extent of reservation.— No specific percentage of reservation is prescribed. Ministries/Departments can recruit meritorious sportspersons in any year against vacancies not exceeding 5%, in relaxation of the recruitment procedure, provided the overall reservations of *all* types do not exceed 50% of the total number of vacancies.

3. Posts to which reservation applicable.— Group 'C'/'D' post filled by direct recruitment otherwise than through the UPSC. No reservation is permitted in direct recruitment to Group 'A'/'B' posts. Appointing authorities at their discretion may notify vacancies reduced up to 5% for being filled by direct recruitment of sportsperson. No reservation preference is permitted in promotions. The fact may be taken into account in assessing the overall merit.

4. Recruitment procedure.—Ministries/Departments may consider applications received from meritorious sportspersons duly supported by the certificates awarded by the specified authorities. If they are satisfied that the candidate fulfils the eligibility criteria and also the minimum educational qualifications, etc., appointment may be made.

5. Placement in the reservation roster.—Sportsperson so appointed will be adjusted in the reservation roster of SC/ST/ OBC/General category to which he belongs. For example, if the candidate belongs to SC, adjustment will be against the point reserved for SC.— *OM, dated* 29-11-1996.

6. Age Relaxations.—Maximum age-limit may be relaxed by five years (10 years for SCs/STs and 8 years for OBCs) for appointment to all Groups of Civil posts/services filled otherwise than through competitive examinations conducted by the UPSC.—*Section* 5.

6. Reservations for Ex-Servicemen

[Swamy's — Reservations and Concessions]

1. Definition.—'Ex-Serviceman' means a person who has served in any rank (whether as a combatant or as a non-combatant) in the Regular Army, Navy and Air Force of the Indian Union and the Territorial Army Personnel.

Army Postal service personnel who retire directly from APS without reversion to P & T Dept. with a pension OR who have been released from such service on medical grounds attributable to military service or circumstances beyond their control and awarded medical/other disability pension are also treated as Ex-Servicemen.— *OM, dated* 19-7-1989.

It also includes a person who retired, or was released on medical grounds or due to reduction in the establishment, or was released after completing the specific period of engagement.

2. Reservation.—Ten per cent of the vacancies in Group 'C' and twenty per cent in Group 'D' posts are reserved for Ex-Servicemen in direct recruitment only. No reservation is allowed in promotions.

3. Recruitment procedure.—Vacancies will be notified to the DG (R) and the Rajya and Zilla Sainik Boards, as also to Ex-Servicemen Cell. Along with the application, the applicant has to submit an undertaking in the prescribed format that he had been duly released/retired/discharged from the Army Forces.

4. Placement in the Roster.—An Ex-Serviceman selected for appointment should be placed against the category to which he belongs. For example, if he belongs to SC he should be placed against the point for SC.

5. Reservation benefit only in the first civil employment.— Once an Ex-Serviceman is appointed to a civil post against a reserved vacancy, he ceases to be an Ex-Serviceman, and hence not entitled to the benefit of reservation for other posts subsequently. However, the benefit of age relaxation as prescribed for Ex-Servicemen is admissible to such re-employed persons for securing another employment in a higher grade or cadre in Groups 'C' and 'D'.

6. Relaxations and concessions.—

(*i*) *Age.*— (*a*) Three years over and above the period of service rendered in the Army, Navy and Air Force. Disabled Defence Service personnel eligible for appointment to Group 'C' posts filled through competition examination will be allowed 3 years' age relaxation (8 years in the case of SC/ST). For Group 'C'/'D' posts filled through Employment Exchange for such disabled personnel, the minimum age-limit is raised to 45 years (50 years in the case of SC/ST.)

(*b*) For Group 'A'/'B' posts filled by direct recruitment by UPSC on All India Competitive Examination, five years relaxation is admissible for Ex-Servicemen and Commissioned Officers including ECOs/SSCOs with 5 years military service released on completion of assignment, on invalidment and due to physical disability attributable to military service.

(*ii*) *Educational Qualifications.*— Ex-Servicemen with not less than three years' service in the Armed Forces is exempted from possession of the prescribed educational qualifications for Group 'D' posts. For Group 'C', minimum educational qualification may be relaxed at the discretion of the appointing authority, if such minimum qualification is Middle School Standard and the Ex-Servicemen has put in at least three years' service in the Army and is otherwise found suitable. A matriculate Ex-Serviceman with

15 years' service in the Armed Forces will be considered eligible for posts for which graduation is prescribed, if work experience of technical or professional nature is not essential or if the appointing authority is satisfied that the Ex-Servicemen will perform the duties by undergoing on-the-job training for a short duration.

Relaxation of educational qualification as above applies for promotion also.

(*iii*) *General standard for selection.*— Required standard may be relaxed, if persons for all the vacancies are not available and if such relaxation will not affect the performance by such candidate.

(*iv*) *Application/examination fee.*— Exempted for examinations conducted by UPSC/SSC and the Institute of Secretariat Training and Management for filling the vacancies reserved for them in various Group 'C' posts.

(*v*) *Special Concessions for Disabled Ex-Servicemen.*— If the disability is attributed to military service, he will be accorded Priority-I along with a retrenched employee for appointment to Groups 'C' and 'D' posts filled by direct recruitment. Up to two members, each of the families of defence service personnel (widow, son/daughter/near relative who agree to support the family) will be granted priority immediately after the disabled Ex-Servicemen, i.e., Priority II-A. Medical Certificate of Fitness granted by a Demobilization Medical Board of the Defence Services would be considered adequate for appointment to all posts.

(*vi*) *T.A. to handicapped Ex-military personnel called for interview.*— The concessions regarding grant of T.A. to SC/ST called for interview are also extended on the same scale. Procedure for drawal and payment will also be the same.—[*GIOs below SR* 132].

7. Liaison Officers.— Officer appointed to look after the reservation matters of SC/ST would also be the L.O. for reservation matters relating to Ex-Servicemen and physically handicapped.—*OM, dated* 10-11-1994.

7. Compassionate Appointments of Dependants

[Swamy's — Pension Compilation]

Applicable to a *dependent family member* of.—

(*a*) a Government servant who dies in service (including death by suicide);

(*b*) is retired on medical grounds before attaining the age of 55 years (57 years in the case of Group 'D' officials);

(*c*) a member of the Armed Forces who—

(*i*) dies in service; or (*ii*) killed in action; or (*iii*) is medically boarded out and unfit for civil employment.

Service includes extension in service (but not re-employment). Service includes re-employment of Ex-Servicemen in civil post before the normal age of retirement.

Dependent family member means (*a*) spouse; (*b*) son/daughter (including adopted son/adopted daughter) and (*c*) brother or sister in the case of unmarried Government servant/member of the Armed Forces at the time of his death in harness/retirement on medical grounds, as the case may be.

In the case of a missing employee.— Compassionate appointment can be considered after two years from the date of missing—

(*a*) if FIR has been filed and the missing official is not traceable;

(*b*) if he had at least two years to retire;

(*c*) if he is not suspected to have committed fraud/joined terrorist organization/gone abroad;

(*d*) if the Competent Authority feels that the case is genuine; and

(*e*) decision is to be taken at the level of Secretary.

Concession of compassionate appointment is admissible to one dependant only.

EXCEPTIONS.— (1) In exceptional circumstances, with the prior approval of the Secretary of the Ministry/Department concerned, the appointment on compassionate grounds may be considered even when there is an earning member in the family of the deceased.

(2) If the deceased was unmarried, one of the dependent brothers/ sisters will be eligible for consideration, on giving an undertaking that he/she will look after the other family members who were dependent on the deceased Government servant.

2. Posts to which appointment made.— Only in Group 'D' and Group 'C' posts.

3. Appointing Authority.—

Ministry/Department	...	Joint Secretary in-charge of the Administration or Secretary.
Attached and Subordinate Offices	...	Heads of the Departments under SR 2 (10).
Department of Telecommunications		Respective Circle Selection Committee.
Department of Posts		

4. Conditions.—

(*i*) Compassionate appointment can be made only against the direct recruitment quota and

(*ii*) Applicants should fulfil all eligibility conditions in Recruitment Rules.

5. Relaxations.—

(*i*) *Age.*—Maximum age-limit may be relaxed wherever necessary, but no relaxation is permissible in the minimum limit of 18 years. If the ward is below 18 years of age at the time of death of the Government servant and if he alone is available for employment, he should apply as soon as he attains 18 years.

(*ii*) *Qualifications.*— For Group 'D' post and LDC, qualifications may be temporarily relaxed by the Departments, subject to the condition that such relaxation will be permitted up to two years only. The appointee should get qualified within this period as otherwise his services are liable to be terminated.

Widow appointed to a Group 'D' post will be exempted from the prescribed educational qualifications, if the duties can be performed satisfactorily.

(*iii*) *Procedure.*— Conditions in the recruitment procedure, viz., clearance from Surplus Cell, recruitment through SSC, Employment Exchange, etc., will be relaxed. Compassionate appointments are exempted from ban orders on filling up of vacant posts.

6. Limitations.— Compassionate appointments can be made only up to 5% of direct recruitment vacancies. No compassionate appointment can be made if there is no vacancy.

7. Reservations.—Person selected for compassionate appointment to be adjusted in the recruitment roster against the appropriate category, i.e., SC/ST/OBC/General category, depending upon the category to which he belongs.

8. Procedure for appointment.—Heads of Offices will make the proposal and the Head of Department/Ministry will decide the appointment. Proposal will be made in the prescribed form containing all particulars of the candidate and the specific relaxation required in age, qualifications, etc. The Head of Department/Ministry will take into account all the circumstances of the family, the benefits such as CGEIS payments, GPF/CPF, gratuity, etc., received, the existence of any earning member in the family on the one hand and on the other, size of the family, ages of children, essential needs, liabilities and the financial condition of the family. Financial benefits received need not necessarily be a ground for rejecting the proposal *vis-a-vis* other adverse factors urging acceptance.

9. Other Provisions.—

(*i*) *Widow in appointment after re-marriage.*—There is no bar against a widow appointed on compassionate grounds continuing in the appointment after re-marriage.

(*ii*) *Dependant of Group 'D' deceased considered for Group 'C' also.*— The appointment of the family member of a deceased Group 'D' employee need not be restricted to a Group 'D' post. Such a member, if qualified can be appointed to a Group 'C' post also.

(*iii*) *No consideration for change in post.*— Once the compassionate appointment is made, request for a change in the post, on compassionate grounds will not be entertained. The appointee will be treated like his colleagues for career advancement in the normal course.— *Appx.* 2.

3

Departmental Promotion Committee

[Swamy's — Complete Manual on Establishment and Administration]

1. Departmental Promotion Committee

(*i*) *Size and Composition.*— As mentioned in the Recruitment Rules, unless otherwise decided by the Ministry/Department/Office. For Groups 'A' and 'B' promotions, members will be at least from one level above. For Group 'A' promotion by selection, Chairman/Member of the UPSC will preside over the meeting. In respect of Groups 'C' and 'D', Chairman of the Committee will be an officer of a sufficiently high level. One of the members will be from outside the Department, preferably belonging to SC/ST and in appropriate status compatible with other members and the post to which promotion is made. For technical posts, the officer nominated from other department should have the requisite technical competence.

For selection to 10 or more posts in Groups 'C' and 'D', it is mandatory to have one member from SC/ST and one from a minority community. For less than 10 vacancies, no effort should be spared in finding the required number of members from these communities.

In Groups 'A' and 'B' services/posts, in the DPC if none is an SC/ST officer, a member belonging to SC/ST will be co-opted either from within the Ministry/Department or from outside.

Close relative of any employee in the panel to be considered should not be a member of that DPC.

(*ii*) *Frequency of DPC meeting.*— DPC should meet at regular annual intervals to draw panels to be utilized for promotions over a year. Action will be initiated well in advance without waiting till a vacancy arises. The meeting should not be held up for the reason that Recruitment Rules are under revision. Rules in force on the date of DPC meeting will be followed. Convening of DPC meeting can be dispensed with only after a certificate is issued by the Appointing Authority that there are no vacancies to be filled that year.

(*iii*) *General instructions/guidelines.*—

(*a*) Promotion is earned by dint of hard work, good conduct and result-oriented performance as reflected in CRs. Only performance above average entitles an officer to recognition and suitable reward by way of promotion. While 'Average' is not an adverse remark, it cannot be regarded as complimentary.

(*b*) The DPC should assess the suitability of the employees for promotion on the basis of their Service Records and Annual Confidential Reports for five preceding years only.—*O.M., dated* 6-10-2000.

(*c*) *Seniority list for Promotion.*—When an up-to-date seniority list of persons in the relevant grade is prepared, a copy thereof should be circulated to the persons concerned.

(*d*) No interview will be held by the Committee unless provided for in Recruitment Rules for the post.

(*e*) Proceedings of DPC are valid only if all the members are duly invited for the meeting and a majority of them including the Chairman are present.

2. Papers to be put up to DPC

(*i*) *Seniority list.*—An up-do-date seniority list of persons in the relevant grade, a copy of which had already been circulated to the staff concerned.

(*ii*) *Confidential Reports.*— CR folders of all the persons duly completed in all respects.

(*iii*) *Recruitment Rules.*— A copy of the Recruitment Rules for the post.

(*iv*) *List of eligible persons.*—List of eligible persons to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs or any other reservations, etc.

Seniors who have completed probation period but not the required service may also be considered for promotion when their juniors who have completed the requisite service are being considered.

[Dept. of Per. & Trg., O.M. No. AB-14017/12/87-Estt. (RR), dated 18-3-1988, O.M. No. 14017/82/88-Estt. (RR), dated 23-10-1989 and O.M. No. 14017/ 12/97-Estt. (RR), dated 24-9-1997.]

(*v*) *Yearwise break-up of vacancies.*— If vacancies of previous years are to be filled, yearwise break-up to be given.

(*vi*) *Integrity certificate.*— Integrity certificate in the prescribed form should be given in respect of each of the officials concerned.

(*vii*) *Vigilance certificate.*— Details of any disciplinary proceedings/ criminal case pending or contemplated against any of the officials should be given; if there is no such case, it should be certified so.

(*viii*) *Pro forma.*— A pro forma in the prescribed form should be submitted with all the required particulars duly furnished.

3. Preparation of Yearwise Panels

If the DPC meeting is not held in a year/years, though vacancies existed, the next DPC will prepare yearwise panels as under:—

(*a*) Actual number of vacancies which arise in each of the previous year(s) and those arising in the current year will be determined separately. For this purpose, yearwise break-up of the list should be submitted.

(*b*) Select panel for each year will be prepared separately with reference to the eligible candidates in the respective years and with reference to the service records up to the relevant period. In other words, the procedure which would have been followed had the DPC met in the relevant year should be followed. Candidates in the panel for the earlier year will be placed first, and so on, and the consolidated panel prepared.

4. Methods of Promotion

The methods followed for promotion are,

(*i*) Selection-cum-Seniority,

(*ii*) Selection by Merit, and

(*iii*) Non-selection or Seniority-cum-fitness method.

'Selection-cum-Seniority' and 'Selection by Merit'.

(*i*) *Zone of consideration.*— The zone of consideration of eligible candidates with reference to the assessed vacancies, prescribed with extended zone for SCs/STs to ensure the promotion chances against the reserved quota for them as in table below:—

No. of Vacancies	Normal zone	Extended zone for consideration of SC/ST
1	5	5
2	8	10
3	10	15
4	12	20
5 and above	Twice the number of vacancies + 4	5 times the number of vacancies

(*ii*) *Assessment of Officers.*— The assessment of each officer should be made on a fair, just and non-discriminatory evaluation of the Confidential Reports for the preceding five years only in all cases. No extra weightage will be given to an officer already officiating in the higher grade.

The DPC should make its own assessment of the officers without being merely guided by the grading, if any, recorded in the CRs, and take into account, in addition, award of penalty or administering of displeasure of superior authority as reflected in the CRs, and remarks, if any, against the column 'integrity'. Where the remarks of the Reporting Officer have been overruled by the Reviewing Officer, the latter remarks will prevail, provided the overruling is justified with reference to the contents of the Report. DPC will give their final grading as *Outstanding, Very Good, Good, Average and Unfit.*

The DPC should take suitable note of non-communication of any adverse remark in CRs. Where the time allowed for representation against an adverse remark is not over, or a decision on the representation has not been taken, the DPC may defer consideration of the case until a decision is taken.

5. Benchmark, Grading and Preparation of Select List

Category of Officers	Bench-mark	Grading to be given by DPC	Preparation of Select List
Selection			
1. For all Group 'C', Group 'B' and Group 'A' posts below the level of Rs. 12,000-16,500 (including promotions from Lower Groups to Group 'A' posts/ grades/services).	Good	Fit/Unfit	Those who are graded as 'fit' shall be included in the select panel in order of their *inter se* seniority in the feeder grade subject to availability of vacancies.
2. For all Group 'A' posts of the level of Rs. 12,000-16,500 and above.	Very Good	Fit/Unfit	-do-

When sufficient number of officers with the required Benchmark/Grade is not available, those to the extent available will be placed on the panel. For the unfilled vacancies, fresh DPC should be held for considering the required number of officers beyond the original zone.

Where the 'Benchmark' is 'Good', the DPC may assess the suitability of employees in the zone of consideration up to a number which is considered sufficient against the number of vacancies, and need not consider the remaining employees in the zone of consideration.

[G.I., Dept. of Per. & Trg., O.M. No. 35034/7/97-Estt. (D), dated 8-2-2002.]

6. Non-selection Method

The principle of zone of consideration is not applicable. There is no comparative evaluation of the officer's merit. The DPC will categorize the officers 'Fit'/'Not Yet Fit'. Names of the officers found 'Fit' will be arranged according to their *inter se* seniority.

Promotions/Appointments to Selection Grade posts.— Reservation orders applicable for 'Selection-cum-Seniority' or 'Selection by Merit' method or 'Non-Selection' method would apply also for Promotions/Appointments to Selection Grade posts by 'Selection' or 'Non-Selection' method, as the case may be.

[G.I., D.P. & A.R., O.M. No. 8/11/73-Estt. (SCT), dated 12-9-1974.]

7. Implementation of Select List

DPC recommendations stand accepted unless the Appointing Authority disagrees within three months. Where not accepted, he will submit the relevant papers to the next higher authority with recommendations.

Validity of Panel.— Panel normally valid for one year, should cease to be in force on the expiry of one year and six months, or till preparation of a fresh panel, whichever is earlier.

Vigilance clearance.—Vigilance clearance is necessary before actual promotion, to ensure that no disciplinary/criminal case is pending.

Appointment.— Promotions will be made from a prospective date only and in the order of candidates from the consolidated list even against vacancies which existed in previous years except when the vacancies are large in number and have to be filled within a comparatively short period, or it is convenient to make postings with due regard to the location and experience of officers, or where short-term vacancies are to be filled on local and *ad hoc* basis.

Appeal.— Appeal against supersession will fall within the purview of CCS (CCA) Rules.

8. Review DPC and Second DPC

Review DPC will be held only if the DPC has not taken all material facts into consideration or if certain facts have not been brought to the notice of DPC or if there have been grave errors in the proceedings of the DPC. Review DPCs should be convened also to rectify unintentional mistakes such as—

(*a*) where eligible persons were omitted to be considered;

(*b*) where ineligible persons were considered by mistake;

(*c*) where the seniority of a person is revised with retrospective effect resulting in variation with the list placed before the DPC;

(*d*) where some procedural irregularity was committed by DPC;

(*e*) where adverse remarks in the CRs of an officer were toned down or expunged after the DPC had considered his case;

(*f*) where certain vacancies had not been reported due to error or omission of vacancies that existed at the time of holding DPC.

Second DPC.— For filling up unforeseen vacancies due to voluntary retirement, resignation, creation of new posts, etc., a second DPC may be held in the same year. If such second DPC could not meet, DPC convened in the subsequent year should follow the yearwise panel.

9. Sealed cover procedure in respect of persons under cloud

The following cases will be brought to the notice of DPC:—

(*i*) Government servants under suspension;

(*ii*) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and

(*iii*) In respect of whom prosecution for a criminal charge is pending.

The DPC will assess their suitability without regard to the disciplinary aspect. DPC findings and grading will be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure will be followed by subsequent DPCs till the disciplinary/criminal case is concluded.

On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated, the due date of his promotion will be determined and he will be promoted notionally with reference to the date of promotion of his junior, if necessary by reverting the juniormost officiating person. The Appointing Authority will decide whether and to what extent arrears of salary are to be paid; where arrears are denied reasons to be recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.

Cases of officers under cloud after clearance by DPC.— Sealed cover procedure will be followed also in cases of officers cleared by DPC, but falling under the categories mentioned above, i.e., under suspension or disciplinary or criminal proceedings before promotion.

Six-monthly Review of sealed cover cases.— Sealed cover cases to be reviewed every six months to assess the progress made in the disciplinary proceedings/criminal prosecution. If a case is not concluded even after two years since the first DPC., and if the affected officer is not under suspension, the Appointing Authority may, after review, put up the case in the next DPC to consider suitability of the officer for *ad hoc* promotion. (*See* also Para. 8 of Subject 3 in Section 1).

Date from which promotions are to be treated as regular.— Promotions are treated as regular from the date of validity of the panel or the date of promotion, whichever is later. If DPC meetings are held on more than one day, the last date of such meetings taken as DPC meeting.

If the reasons for declining are not acceptable to the Appointing Authority, the promotion may be enforced. If promotion is still declined, disciplinary action may be taken for refusal to obey the order.—*Chapter* 53.

10. Diversion of reserved vacancy to direct recruitment quota

For posts filled both by direct recruitment and by promotion with separate quotas, Ministries/Departments are competent to approve diversion of a reserved vacancy from promotion to direct recruitment temporarily in the event of non-availability of suitable departmental candidate. In the subsequent year(s), the available reserve point in the direct recruitment quota will be transferred to promotion quota and utilized by appointing a promotee. Such diversion will be resorted to only if reserved category is not likely to be available for promotion in the near future.

[G.I., Dept. of Per. & Trg., O.M. No. AB-14017/30/89-Estt. (RR), dated 10-7-1990.]

4

Pay

1. Standard Pay Scales

[Swamy's — CCS (Revised Pay) Rules, 1997]

On the recommendations of the Fifth Central Pay Commission, the Scales of Pay (Col. 3) existing from 1-1-1986 have been replaced by the Scales of Pay (Col. 4) with effect from 1-1-1996 under the Central Civil Services (Revised Pay) Rules, 1997. These do not cover cases where higher pay scales have been given in respect of certain posts as recommended by the Commission.

Sl. No.	Post/ Grade	Existing Scales (From 1-1-1986)	Revised Scales (From 1-1-1996)
1.	S-1	750-12-870-14-940	2,550-55-2,660-60-3,200
2.	S-2	775-12-871-14-1,025	2,610-60-3,150-65-3,540
3.	S-2-A	775-12-871-14-955-15-1,030-20-1,150	2,610-60-2,910-65-3,300-70-4,000
4.	S-3	800-15-1,010-20-1,150	2,650-65-3,300-70-4,000
5.	S-4	825-15-900-20-1,200	2,750-70-3,800-75-4,400
6.	S-5	950-20-1,150-25-1,400 950-20-1,150-25-1,500 1,150-25-1,500	3,050-75-3,950-80-4,590
7.	S-6	975-25-1,150-30-1,540 975-25-1,150-30-1,660	3,200-85-4,900
8.	S-7	1,200-30-1,440-30-1,800 1,200-30-1,560-40-2,040 1,320-30-1,560-40-2,040	4,000-100-6,000
9.	S-8	1,350-30-1,440-40-1,800-50-2,200 1,400-40-1,800-50-2,300	4,500-125-7,000
10.	S-9	1,400-40-1,600-50-2,300-60-2,600 1,600-50-2,300-60-2,660	5,000-150-8,000
11.	S-10	1,640-60-2,600-75-2,900	5,500-175-9,000
12.	S-11	2,000-60-2,120	6,500-200-6,900

Sl. No.	Post/ Grade	Existing Scales (From 1-1-1986)	Revised Scales (From 1-1-1996)
13.	S-12	2,000-60-2,300-75-3,200 2,000-60-2,300-75-3,200-100-3,500	6,500-200-10,500
14.	S-13	2,375-75-3,200-100-3,500 2,375-75-3,200-100-3,500 125-3,750	7,450-225-11,500
15.	S-14	2,500-4,000 (Proposed new pre-revised scale)	7,500-250-12,000
16.	S-15	2,200-75-2,800-100-4,000 2,300-100-2,800	8,000-275-13,500
17.	S-16	2,630 FIXED	9,000 FIXED
18.	S-17	2,630-75-2,780	9,000-275-9,550
19.	S-18	3,150-100-3,350	10,325-325-10,975
20.	S-19	3,000-125-3,625 3,000-100-3,500-125-4,500 3,000-100-3,500-125-5,000	10,000-325-15,200
21.	S-20	3,200-100-3,700-125-4,700	10,650-325-15,850
22.	S-21	3,700-150-4,450 3,700-125-4,700-150-5,000	12,000-375-16,500
23.	S-22	3,950-125-4,700-150-5,000	12,750-375-16,500
24.	S-23	3,700-125-4,950-150-5,700	12,000-375-18,000
25.	S-24	4,100-125-4,850-150-5,300 4,500-150-5,700	14,300-400-18,300
26.	S-25	4,800-150-5,700	15,100-400-18,300
27.	S-26	5,100-150-5,700 5,100-150-6,150 5,100-150-5,700-200-6,300	16,400-450-20,000
28.	S-27	5,100-150-6,300-200-6,700	16,400-450-20,900
29.	S-28	4,500-150-5,700-200-7,300	14,300-450-22,400
30.	S-29	5,900-200-6,700 5,900-200-7,300	18,400-500-22,400
31.	S-30	7,300-100-7,600	22,400-525-24,500
32.	S-31	7,300-200-7,500-250-8,000	22,400-600-26,000
33.	S-32	7,600 FIXED 7,600-100-8,000	24,050-650-26,000
34.	S-33	8,000 FIXED	26,000 FIXED
35.	S-34	9,000 FIXED	30,000 FIXED

2. Fixation of Pay under Fundamental Rules

[Swamy's — FR & SR, Part-I]

1. On direct appointment to a post.—The pay will be fixed at the minimum of the scale of pay of the post to which the employee has been appointed.

2. Appointment from a post held on a regular basis to a post not higher.— Fix pay in the new post at the same stage as in the old post and allow next increment from the date due at the old post. If there is no equal stage, fix pay in the new post at the stage next above the old pay and allow increment in the new post after 12 months' qualifying service in the new post. Pay on appointment to a non-functional Selection Grade post will also be regulated in this manner.

3. On promotion/appointment to a higher post.—The pay drawn in the lower post held by him on regular basis will be notionally increased by one increment or Rs. 100, whichever is more and the pay in the higher post will be fixed at the stage next above the notionally increased pay of the lower post. The next increment in the higher post will be drawn after a qualifying period of 12 months.

4. On granting financial upgradation under ACP Scheme.—Same as Item 3 above. No further pay fixation benefit will accrue at the time of regular promotion against a functional post in the same higher scale.—*O.M., dated* 9-8-1999.

5. Counting of stagnation increment for fixation of pay on promotion/appointment to another post.— Stagnation increment(s) will be treated as part of basic pay for purpose of fixation of pay.

6. Option to choose the date for fixation of pay. —In both the cases 2 and 3 above, the employee can give an option, within one month from the date of appointment, for fixation of his pay in the new post either straightaway from the date of his appointment to the new post or from the date of his next increment in the old post.

The option is available even in cases where the next increment due is "stagnation increment", i.e., an employee can opt to have his pay fixed on promotion from the date of accrual of stagnation increment in the lower post.— *FR* 22 (I) *and GIOs* (17) *and* (32) *thereunder.*

For this purpose, an option clause should be incorporated in the promotion order itself to enable the employee to exercise the option within a month.— *FR* 22, *GIO* (17).

This option is not available if the appointment/promotion is to an *ex cadre* post or on *ad hoc* basis or on direct recruitment basis. —*FR* 22 (I).

7. Fixation of pay of State Government employees on their appointment in the Central Government.—(*a*) Where the State Government have revised the pay scale of their employees on the pattern of V Central Pay Commission at the CPI 1510 with effect from 1-1-1996, their pay would be fixed directly under FR 22 (I) (*a*) (1) or FR 22 (I) (*a*) (2), as the case may be.

(*b*) Where the State Government have revised the pay scale of their employees after 1-1-1996 beyond CPI 1510, basic pay of the employees is to be determined first in the Central Scale by reducing the element of DA, ADA, I.R., etc., granted by the State Government after 1-1-1996 (beyond CPI 1510) and thereafter the pay would be fixed under FR 22 (I) (*a*) (1) or FR 22 (I) (*a*) (2), as the case may be.

(*c*) Where the State Government have either not revised or revised the pay scales of their employees on or after 1-1-1996 below CPI 1510, basic pay of the employees is to be determined first in the Central Scale, by adding the element of D.A., ADA up to CPI 1510 granted by the State Government and thereafter pay would be fixed under FR 22 (I) (*a*) (1) or FR 22 (I) (*a*) (2), as the case may be.

These orders apply to the State Government employees, including Emergency Divisional Accountants/Divisional Accountants appointed under the Central Government on or after 1-1-1996.

[G.I., Dept. of Per. & Trg., O.M. No. 13/2/99-Estt. (Pay-I), dated 18-6-2001.]

8. Fixation of pay on appointment to an *ex cadre* post.—A Central Government servant appointed on deputation to an *ex cadre* post may elect to draw either the pay in the scale of pay of the *ex cadre* post or his basic pay in the parent cadre from time to time *plus* Deputation (Duty) Allowance at the prescribed rate thereon *plus* personal pay, if any. If he elects to draw pay of the *ex cadre* post which is higher than his cadre post, his pay in the *ex cadre* post will be fixed under FR 22 (I) (*a*) (1). If the *ex cadre* post is not higher, pay in the *ex cadre* post will be fixed under FR 22 (I) (*a*) (2). If he elects to draw his basic pay in the parent cadre *plus* deputation (duty) allowance, the question of fixation of his pay in the *ex cadre* post does not arise.—(*Para*. 5.1, *Appx*. 5).

9. On transfer/appointment from one *ex cadre* post to another *ex cadre* post.— If an employee on appointment or transfer to an *ex cadre* post had opted to draw pay in the scale of the *ex cadre* post, his pay in the second or subsequent *ex cadre* posts, will be fixed under FR 22(I) (*a*) (1) or (*a*) (2), as the case may be, with reference to his pay in the parent cadre only and not with reference to his pay in the *ex cadre* post. If the second or subsequent *ex cadre* post is in a higher scale than that of the previous *ex cadre* post and the pay fixed in the second or subsequent *ex cadre* post happens to be less than the pay drawn in the previous *ex cadre* post, the difference will be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on each occasion the employee should have opted to draw pay in the scale of pay attached to the *ex cadre* post.— (*Paras*. 5.2. & 5.3., *Appendix*-5).

10. Promotion to a higher post in the parent department on reversion from *ex cadre* post.—The pay in the higher post will be fixed under FR 22 (I) (*a*) (1) with reference to the presumptive pay he would have drawn in the cadre post but for deputation to the *ex cadre* post and not with reference to the pay drawn by him in the *ex cadre* post.— (*FR* 22 (*IV*))

11. On re-appointment to the same post held earlier/to the post with same or identical time scale of the post held earlier.—The pay will be fixed under FR 22 (I) (*a*) (1) or FR 22 (I) (*a*) (2), as the case may be, subject to the condition that the pay so fixed shall not be less than the pay, he drew on the last occasion, and he shall count the period he drew that pay on a regular basis on such last and previous occasions for increment in the stage of the time-scale equivalent to that pay.— (*Prov. to FR* 22 (I))

12. On re-appointment after a break in service.—His initial pay in the re-appointed post will be fixed at the minimum of the time-scale prescribed for that post. However, if the break in service is not due to resignation or removal or dismissal, and the post in which he is re-appointed is the same post which he held earlier or a post with the same or identical time-scale of the post held earlier, his initial pay in the post shall not be less than the pay he drew on the last occasion, and he shall count the period during which he drew that pay on a regular basis on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay. [Fixation of pay of re-employed pensioners is regulated under CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986 and not by FR 22.]

13. On reduction to a lower stage in a time-scale.— The authority ordering reduction of pay of a Government servant to a lower stage in his time-scale as a measure of penalty shall state (*a*) the stage to which the pay has been reduced, (*b*) the period for which the reduction will be effective, (*c*) whether the period of reduction will have the effect of postponing his future increments or not and (*d*) whether the employee will earn increments during the period of reduction. The period of reduction cannot be indefinite.

If the order of reduction lays down that the period of reduction will not operate to postpone future increments, on restoration the employee will be entitled to the pay he would have drawn but for the order of reduction. If, on the other hand, the order of reduction lays down that the reduction should operate to postpone future increments for a specified period, then the pay will be fixed as indicated above, but after treating the period for which the increment is to be postponed as not counting for increment.— *FR* 29, *GIO* (2)

14. On reduction to a lower grade or post or lower time-scale.— The reduction to a lower grade or post or lower time-scale as a penalty could be for a specified period or unspecified or indefinite period. If the reduction is to be imposed for a specified period, then the order of penalty should clearly state the period in terms of years and months and also the extent, if any, in terms of years and months to which it will operate to postpone future increments. The authority ordering reduction should also specify the stage in the time-scale of the lower post at which the pay should be fixed. If this is not specified in the order, the pay in the lower post will be fixed under FR 22 (I) (*a*) (2). On expiry of the punishment period, his pay in the scale of pay of the post from which he is reduced, will automatically be fixed as stated in the case of 'reduction to a lower stage in a time-scale'.

If the period of reduction is not specified, there will be no automatic restoration to the old post. In such cases, the Government servant when re-appointed to the higher post will have his pay fixed under FR 22 (I) (*a*) (1).—*FR* 29, *GIO* (3).

15. Protection of pay of candidates recruited to Central Services/ Posts from Central/State Autonomous Bodies/PSUs.— In respect of candidates working in Central Public Sector Undertakings, State Public Sector Undertakings, Universities, Semi-Government Institutions or Autonomous Bodies, Nationalized Banks including State Bank of India and Reserve Bank of India, who are appointed as direct recruits on selection through a properly constituted agency including departmental authorities making recruitment directly, their initial pay may be fixed at a stage in the scale of pay attached to the post so that the pay and D.A., as admissible in the Government will protect the pay *plus* D.A., already being drawn by them in their parent organization. In the event of such a stage not being available in the post to which they have been recruited, their pay may be fixed at a stage just below in the scale of the post to which they have been recruited, so as to ensure a minimum loss to the candidates. The pay fixed under this formulation will not exceed the maximum of the scale of the post to which they have been recruited. The above benefit is not admissible to those who are recruited through open competitive examination— *FR* 22, *GIOs*. (29), (30) & (31).

3. Stepping up of pay to remove anomalies

[Swamy's — FR & SR, Part-I]

General.— Stepping up of the pay of a senior at par with his junior with a view to removing genuine anomalies arising out of application of the following rules/orders is permissible under specific Government Orders subject to conditions specified *infra*—

1. Fixation of pay under FR 22 (I) (*a*) (1) on promotion to a higher post.

2. In the case of senior promoted prior to 1-1-1996, *vis-a-vis* his junior promoted subsequent to that date in the revised scale under CCS (RP) Rules, 1997.

3. Fixation of pay on appointment to Selection Grade posts in Groups 'C' and 'D' cadres not involving higher responsibilities.

4. Fixation of pay in the revised scales under CCS (RP) Rules, 1997. Here the date of next increment of the senior will be advanced at par with the junior.

Competent Authority.— In respect of Items 1 to 3 above, the authority competent to exercise powers under FR 27 is competent to sanction stepping up of the pay of the senior and the sanction should be issued in exercise of powers under FR 27. In respect of Item (4), the Head of Office or Head of the Department, as the case may be, is competent to advance the date of next increment.

Conditions.—1. Both the senior and junior employees should belong to the same cadre and the posts to which they have been promoted or appointed identical and in the same cadre.

2. The junior and the senior should have held identical scales in the lower post and should hold identical scales in the higher post.

3. The anomaly should directly arise from application of the relevant rule/order.

4. The stepping up of pay is admissible with reference to the first junior (not necessarily immediate junior) on only one occasion; but if the junior concerned gets his pay stepped up at par with one junior to him, then the pay of the senior may again be stepped up.

5. The junior should not have been drawing more pay than the senior from time to time in the lower post.

6. Advancement of DNI (Item 4) of senior is admissible only if he was drawing more pay than the junior in the pre-revised scale and his pay in the revised scale is fixed at the same stage as that of his junior.

Increment.—The next increment will fall due after completion of normal qualifying period of 12 months from the effective date of the stepping up.— *FR* 22, *GIO* (23) *and Rule* 8, *CCS* (*RP*) *Rules.*

Stepping up of pay of departmental candidate from the DNI of direct recruit whose training period was counted for increment.—In respect of direct recruits, the period of training before appointment counts for increments and this does not count for increment in case of departmental candidates. This may result in the departmental promotee's drawing less pay than a direct recruit junior to him. This anomaly may arise either from the date of his promotion or from the date of next increment of the direct recruit, and may be removed by stepping up the pay of the departmental promotee employee from the date of next increment of direct recruit junior to him.— *FR* 22, *GIO* (25).

Instances which do not constitute anomaly for stepping up of pay.—The following instances do not constitute an anomaly of junior drawing more pay than the senior and stepping up of pay will not be admissible in such cases:—

(*i*) Extraordinary Leave resulting in postponement of the date of next increment with consequent drawal of less pay than the junior in the lower grade itself; pay parity cannot be claimed even if promoted earlier to the higher grade.

(*ii*) A senior forgoing/refusing promotion leading to the promotion of junior earlier and drawal of higher pay than the senior; increased pay drawn by a junior due to *ad hoc* officiating/regular service rendered in the higher posts for periods earlier than the senior.

(*iii*) A senior joining higher post later than the junior and drawing less pay.

(*iv*) A senior appointed later than the junior in the lower post itself and drawing less pay than the junior, when promoted to the higher post earlier than the junior.

(*v*) A senior direct recruit drawing less pay than a junior promotee whose pay has been fixed with reference to the pay drawn in the lower post.

(*vi*) When a junior gets more pay due to additional increments earned on acquiring higher qualifications.

—*FR* 22, *GIO* (27) *Para.* 2.

Stepping up of pay of directly recruited Section Officers recruited through Civil Service Examination to the level of pay guaranteed to their junior Departmental Section Officers.—In the revised scale of pay where a Senior direct recruit Section Officer is drawing less pay than a promotee Section Officer appointed from the same or later date by virtue of the pay of the promotee Section Officer having been fixed at the guaranteed minimum of Rs. 6,900 in the scale of Rs. 6,500-10,500, the pay of the direct recruit will be stepped up by the concerned cadre authority under FR 27 with effect from the date of promotion of the promotee officer, to the stage of Rs. 6,900. The increment after the stepping up will be admissible to such direct recruit Section Officers on completion of necessary qualifying service from the date from which the pay is so stepped up. These orders will also be applicable to the released ECOs/SSCOs subject to certain conditions.— *FR* 22, *GIO* (26) *and OM, dated* 1-1-1998.

4. Fixation of Pay of Re-employed Pensioners

[Swamy's — Re-employment of Pensioners]

On re-employment, pay should be fixed taking into account the pension received for the previous employment. The portion of pension ignored for pay fixation in respect of those who retired before attaining the age of 55 years, is—

(*a*) entire pension in the case of civilian pensioners who held posts below Group 'A' and Ex-Servicemen who held posts below commissioned officer rank at the time of retirement.

(*b*) Rs. 1,500 in the case of civilian pensioners who held Group 'A' posts and service officers of the Defence Forces.

Pay Fixation.— (*i*) For cases covered by (*a*) above —pay should be fixed at the minimum of the scale.

(*ii*) For cases covered by (*b*) above, pay should be fixed

— at the same stage as last drawn before retirement; if there is no such stage, at the stage next above the last pay;

— at the maximum, if the pay last drawn is more than the maximum of the scale of the re-employed post;

— at the minimum, if it is more than the last pay drawn.

The non-ignorable part of pension will be deducted from the pay so fixed. But the pension equivalent of gratuity will not be deducted from the pay so fixed.

Increments.—Normal increments are admissible as if the pay had been fixed at the minimum or at a higher stage, as the case may be, i.e., pay fixed at the stage before deduction of non-ignorable portion of pension, subject to the condition that pay *plus* gross pension does not at any time exceed Rs. 26,000.—*Orders* 4 & 5. *read with OM., dated* 7-11-1997.

Drawal of pension.—Pension is admissible in addition to the pay as fixed above. During the period of re-employment, Dearness Relief also is admissible to those re-employed pensioners whose entire pension was ignored and pay fixed at the minimum of the scale.— *OM, dated* 2-7-1999.

5. Fixation of Pay of re-employed Ex-Combatant Clerks/Ex-Storemen

[Swamy's — Re-employment of Pensioners]

Ex-Combatant Clerks.—Service rendered as Combatant Clerk is treated as equivalent to service as LDCs/Junior Clerks in Civil posts and as Telecom Office Assistants/Telecom Operations Assistants (Telegraphy General), in the Department of Telecom and as Postal Assistants/Sorting Assistants in the Department of Posts, when re-employed against these posts. Their pay will be fixed after allowing one increment from the minimum for each completed year of service as Combatant Clerk. Pension to the extent of Rs. 15 will be ignored and the balance of pension deducted from the pay so fixed and only the net pay is payable. This benefit is admissible also to those re-employed as Telephone Operators/Telegraphists in the Department of Telecom with the modification that their pay will first be fixed in LDC's scale notionally and then refixed in the respective scales.

Increments.—If the pay is fixed below the minimum of the re-employed post, as a result of deduction of pension, increases in pay will be allowed after each year of service at the rate of increment admissible as if the pay has been fixed at the minimum till the minimum of the scale is reached. Thereafter subsequent increments will be allowed in the usual manner.

Ex-Storemen.—The service rendered as Storemen in the Armed Forces is treated as equivalent to service as Storemen in Civil posts when they are re-employed as Storemen and their pay will be fixed in the same manner as stated above.

Exercise of option.—Ex-Combatant Clerks re-employed as LDCs/Junior Clerks and Ex-Storemen of Armed Forces re-employed as Storemen in Civil posts have the option to have their pay fixed either in the above manner or in the manner applicable to re-employed pensioners *vide* Subject 4 above.—*Order* 16.

Drawal of pension.— Pension is admissible in addition to the pay as fixed above, but Dearness Relief on pension is admissible during the period of re-employment if the pay on re-employment is fixed at the minimum ignoring the entire pension.

6. Increments

[Swamy's — FR & SR, Part-I]

Increment.—The annual increase in pay— is drawn as a matter of course from the 1st of the month in which it falls due, except when it is withheld as a statutory punishment. If a Government servant is on leave or is availing joining time on the 1st of the month in which it falls due, the increased pay will be drawn only from the date on which he resumes duty and not from the first of that month.

Periods which count for increment.—The following service in the stage of a time-scale counts for increment at that stage:—

(1) All periods of duty.

(2) Service in another post, other than a post carrying less pay.

(3) All kinds of leave, other than extraordinary leave.

(4) EOL granted—

  (*a*) on medical certificate.

  (*b*) otherwise than on medical certificate due to the inability of the Government servant to join duty on account of civil commotion.

  (*c*) for prosecuting higher technical and scientific studies.

(5) Deputation out of India.

(6) Foreign service.

(7) Joining time.

(8) Period of training before appointment on stipend or otherwise.

In the case of Government servants proceeding on leave or going on deputation out of India while officiating in a post, a certificate from the competent authority to the effect that the Government servant would have continued to officiate but for proceeding on leave/going on deputation out of India is necessary to count the periods at (3), (4) and (5) above.

Withholding of increment.—A competent disciplinary authority can impose the punishment of withholding increment of a Government servant in two ways, i.e., with cumulative effect or without cumulative effect. If it is with cumulative effect, the entire period of the punishment is lost so far as earning further increment is concerned and will put the Government servant to a recurring loss. If it is without cumulative effect, the loss will be for a temporary period of the punishment, and after the punishment is over, the withheld increments will be restored and the future increments drawn on due dates.

Qualifying period for earning an increment is 12 months. For the purpose of arriving at the date of next increment, the total of all such periods as do not count for increment shall be added to the normal date of increment. The date of next increment may fall on any date in a month, but it will be drawn from the first of that month.— *FRs* 26 & 24.

7. Advance Increments

[Swamy's — FR & SR, Part-I]

Competent Authority.—An Authority who is competent to create a post, whether temporary or permanent, may grant advance increment(s) [otherwise called premature increment(s)] not only to the incumbent of the post created under his own powers but also to those appointed to other posts in the same cadre on the same scale of pay, created with the concurrence of the higher authorities. This power to grant advance increment is invoked also in cases where the pay of a Government servant has to be fixed under certain circumstances and also to remove anomalies in fixation of pay.

Future increments after grant of advance increments.—After the grant of advance increment(s), the Government servant will draw his next increment on the normal increment date.

Cases where powers to grant advance increment not to be invoked.— This power should not be used to grant advance increment(s)—

(*i*) as reward for meritorious work;

(*ii*) in disregard of the advice given by the Ministry of Finance in any individual case of fixation of pay;

(*iii*) in disregard of the normal rules governing fixation of pay *except* in cases of hardship or where the circumstances are unusual; or

(*iv*) while fixing initial pay on appointment to a post to compensate for the loss of certain perquisites, special allowance or deputation allowance admitted in the previous post.—*FR* 27 & *GIOs*.

8. Stagnation Increments

[Swamy's — FR & SR, Part-I]

To whom admissible.—Admissible to all employees, the maximum of whose pay scale does not exceed Rs. 22,400 and who has been stagnating at the maximum of the pay scale for not less than two years. Not admissible to those drawing fixed pay.

Amount of each stagnation increment.—This will be equivalent to the rate of increment last drawn by the employees in their pay scales and will be treated as 'Pay' for all purposes.

Conditions for grant.—

(*i*) The first stagnation increment will be granted after two years reckoned from 1-1-1996. The period, if any, spent at the maximum of the pre-revised scales will not be taken into account. In other words, no Government servant will be eligible for the first stagnation increment in the revised scale before 1-1-1998.

(*ii*) A maximum of three stagnation increments will be allowed at the rate of one increment after every two years.

9. Lumpsum Incentive for acquiring higher qualifications

[Swamy's — FR & SR, Part-I]

A lumpsum incentive in replacement of increment-based incentive has been introduced for acquiring higher qualifications useful in the discharge of higher official work. The following are the scales of incentive admissible on acquiring the prescribed qualifications on or after 9-4-1999.

Sl. No.	Qualifications	Lumpsum Incentive Rs.
1.	Degree in Engineering or equivalent in the respective discipline.	8,000
2.	Postgraduate degree or equivalent in Engineering in respective discipline.	10,000
3.	Ph. D in the field relevant to the functions of the Government servant.	10,000
4.	Diploma or equivalent in Computer Science/ Computer Applications/Information Technology relevant to the functions of the Government servant.	4,000
5.	PG Diploma in Computer Science/Computer Applications/Information Technology relevant to the functions of the Government servant.	6,000
6.	Degree in Computer Science/Computer Applications/ Information Technology relevant to the functions of the Government servant.	8,000
7.	Postgraduate Degree in Computer Science/ Computer Applications/Information Technology relevant to the functions of the Government servant	10,000
8.	PG Diploma in Materials Management from Institute/University/Deemed University, etc. recognized by the All India Council for Technical Education/ Government of India.	6,000
9.	(*a*) On passing intermediate/Part-I Examination of the Institute of Chartered Accountants of India, Cost & Works Accountants of India/Institute of Chartered Financial Analysts of India.	4,000
	(*b*) On passing Final Examination of Institute of Chartered Accountants of India/Cost & Works Accountants of India/Institute of Chartered Financial Analysts of India.	8,000
10.	(*a*) On passing intermediate examination of the Institute of Company Secretaries of India.	2,000

Sl. No.	Qualifications	Lumpsum Incentive Rs.
	(*b*) On passing Final Examination of the Institute of Company Secretaries of India.	4,000
11.	Multi skill diploma in relevant fields.	4,000
12.	PG/Ph.D in Veterinary Science.	10,000

Guidelines.— (1) Incentive should be considered only if the higher qualification will make the official more effective in the present or next higher assignment.

(2) The quantum of lumpsum, one-time incentive shall be based on qualification without any relation to increment or level/grade of the officer.

(3) If the Central Government employees and Civilian employees of Ministry of Defence acquire the higher qualification by taking study leave or sponsored by the Government, they are not eligible for the incentive.

(4) The incentive is admissible only for higher qualification acquired after induction into service.

(5) The incentive is not admissible for the qualifications which are laid down as essential or desirable in the Recruitment Rules for the posts.—*FR* 27, *GIO* (14).

10. Attachment for debt and maintenance

[Swamy's — CGA (R&P) Rules]

The extent to which pay and allowances of a Government servant are exempt from Court attachment is as follows:—

(1) Salary to the extent of the first [1] one thousand rupees and two-thirds of the remainder in execution of any decree other than a decree for maintenance.

Where such salary or portion has been under attachment continuously or intermittently for a total period of twenty-four months, such portion shall be exempt from attachment until the expiry of further period of twelve months and where such an attachment has been made in execution of one and the same decree shall, after the attachment has continued for a total period of twenty-four months, be finally exempt from attachment in execution of that decree.

(2) One-third of the salary in execution of any decree for maintenance.

(3) The following allowances are exempt from attachment:—

(*i*) All kinds of travelling allowances.

(*ii*) All kinds of conveyance allowances.

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[1] As amended by Code of Civil Procedure (Amendment) Act, 1999 — No. 46 of 1999.

(*iii*) All allowances granted for meeting the cost of uniforms and rations.

(*iv*) Allowances granted as compensation for higher cost of living in localities considered by Government to be expensive localities including hill stations.

(*v*) All house rent allowances.

(*vi*) All allowances granted to provide relief against increased cost of living.

(*vii*) A foreign allowance or, in the case of Heads of Diplomatic Mission, *trais de representation* assigned to officers serving in posts abroad.

(*viii*) Children's Education Allowance, whether described as such or as Children's Educational Assistance or in any other manner.

(*ix*) All amounts paid by way of reimbursement of medical expenses.

(*x*) Dearness pay, which is really a part of the Dearness Allowance and is treated as pay for certain specific purpose only.

(*xi*) Subsistence allowance paid while under suspension.

(4) The net amount attachable $= \dfrac{(x - y) - 1{,}000}{3}$

The total gross emoluments earned by the Government servant are represented by 'X', and the allowances declared to be exempt from attachment and, if the Government servant is under suspension, any subsistence grant or allowance made to him are represented by 'Y'.

[Rules 222 and 223, P & T, FHB, Vol. I, Rule 74 of R & P Rules and Rules 225 and 226 of CTR]

(5) If an order of attachment against Government servant is received before a previous order of attachment against the same Government servant has been fully complied with, the recoveries shall be made by the Disbursing Officer so long as the total amount recoverable with reference to the attachment order is within the maximum limit prescribed above.

(6) If a new attachment order has the result of increasing the amount beyond the maximum limits prescribed, the Disbursing Officer shall return the attachment order to the Court concerned with a statement showing—

(*i*) Particulars of the existing attachment;

(*ii*) Particulars of the amount withheld and paid into the Court concerned up to date; and

(*iii*) Amount remaining uncovered.

[Rule 223-A, P & T, FHB, Vol. I, Rule 75, R & P Rules and Rule 226-A, CTR]

(7) The amount recoverable should be deducted at the time of actual disbursement of pay or leave salary to the Government servant and only the net amount should be paid to him. The amount recovered should be remitted without delay to the Court concerned.

(8) In the case of an attachment order issued by a Court in India against a Government servant whose pay and allowances are to be disbursed outside the local limits to which the Code of Civil Procedure extends, the Drawing and Disbursing Officer of the concerned Ministry/Department in India will be responsible for drawing the amounts recoverable monthly in compliance with the attachment order and remitting them to the Court concerned, unless timely intimation is received by him of the death of the Government servant or of any other event necessitating the discontinuance of such payments.

(9) In cases in which a judgment-debtor does not sign the Acquittance Roll and intentionally allows his pay to remain undisbursed in order to evade payment on account of an attachment order issued by a Court of Law, the Head of the Office may draw the pay of the judgment-debtor in satisfaction of the attachment order, subject to the prescribed restrictions, and remit the amount to the Court concerned.

(10) The amounts drawn under Paras. 8 and 9 above shall be treated in the accounts as paid to the Government servant concerned, and the Court's order shall be noted against the item as authority for the charge. The Court's receipt shall be filed safely.

[Rule 225, P & T, FHB, Vol. I, Rule 77 of R & P Rules and Rule 228 CTR]

NOTE.—The cost, if any, of remittance to a Court, of money realized under its attachment order shall be deducted from the amount realized and the net amount remitted to the Court.

[Rule 226, P & T, FHB, Vol. I, Rule 78 of R & P Rules and Rule 229, CTR.]

11. Illustrations

1. Fixation of pay on promotion

(*a*) An official drawing a pay of Rs. 11,950 in the scale of Rs. 10,000-325-15,200 is promoted to a post carrying scale of Rs. 12,000-375-16,500 and carrying higher responsibilities. His pay on promotion will be fixed as below:—

Pay on date of promotion	Rs. 11,950
Pay after notional increase by one increment ...	Rs. 12,275
Pay in the promoted post	Rs. 12,375

(*b*) An official drawing a pay of Rs. 10,250 in the scale of Rs. 7,500-250-12,000 with date of next increment on 1-3-2003 is promoted to a post carrying higher responsibilities and scale of Rs. 10,000-325-15,200 with effect from 1-2-2003. The official opts to have his pay in the higher post initially

fixed at the next higher stage and refixed under FR 22 (I) (*a*) (1) with effect from 1-3-2003, i.e., the date of his next increment in the lower post. In this case, fixation of his pay will be as below:—

Pay in the lower post on date of promotion ...	Rs. 10,250
Pay in the higher post on 1-2-2003, i.e., the date of promotion	Rs. 10,325
Pay in the lower post on 1-3-2003	Rs. 10,500
Pay after notional increase by one increment ...	Rs. 10,750
Pay in the promoted post	Rs. 10,975

He will draw a pay of Rs. 10,325 from 1-2-2003 and Rs. 10,975 from 1-3-2003 with date of next increment to Rs. 11,300 on 1-3-2004 if otherwise admissible.

2. Fixation of pay on appointment to a post not involving higher responsibilities

An official drawing pay of Rs. 3,030 from 1-8-2002 in the scale of Rs. 2,750-70-3,800-75-4,400 is appointed to another post, not involving higher responsibilities, in the scale of Rs. 3,050-75-3,950-80-4,590 on 1-5-2003. He has opted to have his pay in the new post fixed from the date of next increment in the old post, i.e., 1-8-2003.

His pay will be regulated as under—

1-5-2003 to 31-7-2003	He will continue to draw the pay of ...	Rs. 3,030
1-8-2003	Pay in the old post with increment ...	Rs. 3,100
	Pay fixed in the new scale	Rs. 3,125

(As there is no stage equivalent to Rs. 3,100 in the new scale, the pay has to be fixed at the stage next above Rs. 3,100) DNI 1-8-2004 raising pay to Rs. 3,200.

3. Fixation of pay of re-employed pensioners

I. A Commissioned Officer in the Army drawing pay of Rs. 10,650 in the scale of Rs. 10,000-325-15,200 retired from service before attaining the age of 55 years. He was granted military pension of Rs. 4,035 p.m. and retirement gratuity of Rs. 1,33,125. The pension equivalent of retirement gratuity is Rs. 860. He was re-employed in a Civil post in the scale of Rs. 10,650-325-15,850 on 1-6-2003. Fix his pay in the re-employed Civil post on 1-6-2003.

1. Pay last drawn before retirement ... ... Rs. 10,650
2. Scale of pay prescribed for the post in which he is re-employed — Rs. 10,650-325-15,850.

3.	Stage in the scale at which pay to be fixed ...	Rs. 10,650
4.	Pension granted on retirement	Rs. 4,035
5.	Amount of pension to be ignored in the case of commissioned officers retiring before attaining the age of 55 years	Rs. 1,500
6.	Pensionary benefits which should be taken into account for purpose of pay fixation (Rs. 4,035-1,500)	Rs. 2,535
7.	Actual pay to be allowed initially (Rs. 10,650-2,535)	Rs. 8,115
8.	Date of next increment	1-6-2004

In addition to the pay of Rs. 8,115 p.m., he may be allowed to draw his pension separately. He will be entitled to draw normal increments. The rate of next increment will be Rs. 325, i.e., the increment accruing at the stage of Rs. 10,650. The pension equivalent of gratuity is not to be included in the amount of non-ignorable part of pension.— *Orders* 4 (*b*) (*ii*) & 5, *CCS* (*Fixation of Pay of Re-employed Pensioners*) *Orders*, 1986, *and GID* (12).

NOTE 1.— The pay in the re-employed post is fixed at the stage which is equal to the pay drawn before retirement. If there is no such equal stage, then the pay will be fixed at the stage next above the pay drawn before retirement.

NOTE 2.— In the case of service officers belonging to the Defence Forces and Civilian pensioners who held Group 'A' posts at the time of their retirement, the first Rs. 1,500 of the pension will be ignored.

NOTE 3.— Dearness Relief on pension is NOT admissible during re-employment. The pension of Rs. 2,535 taken into account for fixing pay in the re-employed post will be taken into account for determining DA, HRA, CCA and T.A./LTC entitlements. This will also count as 'emoluments' for pension.

NOTE 4.—Rank pay, Good service pay, classification pay, etc., will constitute the pre-retirement pay only in the case of retired Defence Services personnel of the rank of JCO, NCO or OR (Clause 2 (*ix*), CCS (Fixation of Pay of Re-employed Pensioners) Order, 1986.)

II. A Military pensioner was drawing the pay of Rs. 5,200 in the revised scale of Rs. 4,000-100-6,000 with effect from 1-1-2000 and retired from service before attaining the age of 55 years on 31-10-2000. He was granted a military pension of Rs. 2,364 p.m. and Retirement Gratuity of Rs. 78,000, the pension equivalent of the gratuity being Rs. 527. He was re-employed in a Civil post on 1-12-2002 in the scale of Rs. 5,000-150-8,000. The post which the pensioner held in the Army before retirement is a non-commissioned post. Fix his initial pay in the re-employed Civil post and indicate date of next increment.

Ans.

As the pensioner held the post below commissioned officer rank before retirement, the entire pension and pension equivalent of retirement gratuity shall be ignored for the purpose of initial fixation of his pay in the re-employed post.

As per Order 4 (*b*) of CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986, where the pension is fully ignored, the initial pay on re-employment shall be fixed at the minimum of the scale of pay of the re-employed post. On 1-12-2002, his initial pay in the re-employed post will be fixed at the minimum of Rs. 5,000 with date of next increment on 1-12-2003.

In addition to pay and allowances in the Civil post from time to time, he may continue to draw his military pension. Dearness Relief on pension will also be payable. The pension, which has been ignored in full, will not be taken into account for any purpose, viz., DA, HRA, CCA, etc.

4. Fixation of pay of re-employed ex-combatant clerks

A Military pensioner who had retired after serving in the Army as a Combatant Clerk from 1-9-1982 to 31-10-2000 was re-employed from 1-4-2003. He was granted military pension of Rs. 1,300 p.m. The pension equivalent of retirement gratuity is Rs. 80. On re-employment, he opted for the initial fixation of pay in the re-employed post in terms of Order 16 (1) of CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986.

How will his pay be fixed if he is re-employed as—

(1) LDC in the scale of Rs. 3,050-75-3,950-80-4,590;

(2) Telephone Operator/Telegraphist in the scale of Rs. 3,200-85-4,900 (Dept. of Telecommunication);

(3) TOA/TA in the scale of Rs. 3,200-85-4,900 (Dept. of Telecommunication);

(4) PA/SA Rs. 4,000-100-6,000 (Dept. of Posts).

Ans.

For (1), (3) and (4), pay is to be fixed as per Order 16 (2). For (2), it has to be as per Order 16 (2) read with O.M. No. 16/3/85-Estt. (Pay-I), dated 22-1-1987 and 11-5-1987 [GID (6)].

		LDC	TO/TL	TOA/TA	PA/SA
		(1)	(2)	(3)	(4)
1.	Completed years of service as Combatant Clerk (1-9-1982 to 31-10-2000)	18 years	18 years	18 years	18 years
2.	Amount of pension (excluding PEG)	Rs. 1,300	Rs. 1,300	Rs. 1,300	Rs. 1,300
3.	Amount of pension to be ignored	Rs. 15	Rs. 15	Rs. 15	Rs. 15
4.	Balance to be taken into account while fixing pay in the re-employed post	Rs. 1,285	Rs. 1,285	Rs. 1,285	Rs. 1,285

		LDC	TO/TL	TOA/TA	PA/SA
		(1)	(2)	(3)	(4)
5.	Stage in the scale of pay of LDC/ TOA/TA/PA/SA by allowing one increment from the minimum for each completed year of service as Combatant Clerk	Rs. 4,430	...	Rs. 4,730	Rs. 5,800
6.	Stage in the TO/TL scale w.r.t. LDC Scale Stage (Same stage and if there is no such stage, next higher stage)	...	Rs. 4,475	...	...
7.	Stage after deducting the pensionary benefits of Rs. 1,285	Rs. 3,125 + 20 PP	Rs. 3,190	Rs. 3,370 + 75 PP	Rs. 4,500 + 15 PP
8.	Date of next increment	1-4-2004	1-4-2004	1-4-2004	1-4-2004
9.	Pay on 1-4-2004	Rs. 3,200	Rs. 3,200 +75 PP	Rs. 3,455	Rs. 4,600

NOTE 1.— TOs/TLs will draw pay as at (2) above or pay fixed at the minimum of scale *plus* advance increment(s) if any, whichever is higher.

NOTE 2.— Dearness Relief on pension is NOT admissible during re-employment. The pension of Rs. 1,285 taken into account for fixing pay in the re-employed post will be taken into account for determining DA, HRA, CCA and T.A./LTC entitlements. This will also count as 'emolument' for pension.

5. Court Attachment

(A) An Officer was drawing the pay of Rs. 9,700 in the scale of pay of Rs. 7,450-225-11,500 from 1-2-2002. In addition, he is in receipt of Dearness Allowance Rs. 4,171, Compensatory (City) Allowance Rs. 300, HRA Rs. 1,552 and Transport Allowance Rs. 400 p.m. A Court attachment order for the first time in his service for the recovery of Rs. 80,000 from his salary was received in March, 2002. The attachment order is not for maintenance. Calculate the amount recoverable each month and the total amount that can be recovered.

Ans.

All the allowances, except pay, are exempt from attachment by order of the Court. Hence, the amount that can be recovered from the salary of the officer in satisfaction of the decree will be—

1-4-2002 to 31-1-2003

			Rs.	Rs.
			9,700	
Emolument	...	...		
Deduct first Rs. 1,000	...	...	(-) 1,000	
Remainder	...	...	8,700	

	Rs.		Rs.
Deduct $\frac{2}{3}$ rd of the remainder exempted ...	(-) 5,800		
Amount recoverable ...	2,900	p.m. x 11	31,900
1-2-2003 to 31-1-2004 ...			
Emolument ...	9,925		
Deduct first Rs. 1,000 ...	(-) 1,000		
Remainder ...	8,925		
Deduct $\frac{2}{3}$ rd of the remainder exempted ...	5,950		
Amount recoverable ...	2,975	p.m. x 12	35,700
February, 2004			
Emolument ...	10,150		
Deduct first Rs. 1,000 ...	(-) 1,000		
Remainder ...	9,150		
Deduct $\frac{2}{3}$ rd of the remainder exempted ...	6,100		
Amount recoverable ...	3,050	p.m. x 1	3,050
Total amount recoverable in respect of the decree =		Rs.	70,650

Under Section 60 (1) of Code of Civil Procedure, the portion of the salary which is under attachment either continuously or intermittently for a total period of 24 months shall be exempt from attachment until the expiry of a further period of 12 months. The same attachment order cannot be enforced again after the expiry of 12 months. Though the attachment is for Rs. 80,000, the total amount that can be recovered from the salary of the officer will be only Rs. 70,650.

(B) Calculate the maximum amount recoverable on 30-9-2002 from the salary of a Government servant against whom a Court attachment order for Rs. 9,000 was received on 15-9-2002. Particulars of his pay, etc., are as follows:—

Pay Rs. 6,500 p.m. in the scale of pay of Rs. 5,000-150-8,000.

D.A. 52%; HRA Rs. 975; CCA Rs. 240; Transport Allowance Rs. 100.

A sum of Rs. 550 p.m. was being attached from his salary for a period of 24 months till December, 2001 in satisfaction of a decree in another case.

Ans.

Emoluments for September payable on 30-9-2002—

	Rs.
Pay	6,500

DA 52%		3,380
HRA		975
CCA		240
Transport Allowance		100
	Total	11,195

Less amount exempt from attachment—

	Rs.	Rs.
DA	3,380	
HRA	975	
CCA	240	
Transport Allowance	100	4,695
Net emoluments		6,500

Amount attachable $= \dfrac{(\text{Rs. } 6{,}500 - 1{,}000)}{3}$ $= 1{,}833$

Less Portion of salary under attachment continuously for 24 months	550
Balance attachable	1,283

Recovery:

	Rs.
Rs. 1,283 x 4 (Sep. to Dec. 2002) ... =	5,132
Rs. 1,833 x 2 (Jan. and Feb. 2003) ... =	3,666
Balance (March, 2003) ... ... =	202
	9,000

NOTE.—The amount of Rs. 550 which was under attachment for a period of twenty-four months continuously shall be exempt from attachment until the expiry of a further period of twelve months reckoned from January, 2002 to December, 2002 — *vide* Section 60 (1) of the Code of Civil Procedure, 1908.

5

DA, HRA and CCA

1. Dearness Allowance

[Swamy's — FR & SR, Part-IV]

1. Basis of DA.—With effect from 1-1-1996, Dearness Allowance is granted to compensate the price increase above 306.33 Points (Base Year 1982=100), to which the revised pay scales relate. This will be sanctioned twice a year, payable from 1st January and 1st July, reckoned on the following basis:—

(*a*) The twelve monthly average price index above 306.33 Points (Base Year 1982=100) is determined twice in a year for the period ending December and June.

(*b*) The percentage increase is taken in whole numbers only and the fraction ignored.

(*c*) Neutralization will be 100% uniformly for all employees.

2. Rates of Dearness Allowance.—

Date from which payable		*Rates of DA per month*
From 1-1-2002	...	49%
From 1-7-2002	...	52% (*expected*)

3. Calculation of DA.—

(*i*) DA is paid on the Basic Pay as defined in FR 9 (21) (*a*) (*i*) + Stagnation Increment + NPA, if any. (Personal Pay, Special Pay, etc., not included).— *Para.* (*i*).

(*ii*) Fractions of 50 paise and above to be rounded off to the next higher rupee and less than 50 paise ignored.— *Para.* (*ii*).

(*iii*) For part of a month, rate of DA to be applied on the rate of pay and then DA for the number of days calculated.

(*iv*) In the case of daily-rated worker, monthly pay reckoned at 26 times his basic daily wages. Hence for part of a month, calculation of DA will be on monthly pay ÷ 26 × number of days.— *Para.* (*i*).

4. Regulation of DA.—

(1) During Leave.—DA is paid on the element of Basic pay + NPA + SI forming part of leave salary. During "Leave preparatory to retirement", DA is admissible for the first 300 days of leave spent in India. DA is not admissible during extraordinary leave or for any period of leave preparatory to retirement spent outside India.—*Para.* (*ii*).

(2) During Joining Time.—Based on joining time pay.—*Para.* (*iii*).

(3) During Suspension.— Based on the Subsistence Allowance.—*Para.* (*iv*).

(4) During deputation abroad.— (*a*) For deputation in any one country, DA may be paid for the first six months at the rate at which it would have been drawn, had the official not gone on deputation.

(*b*) For stay in more than one country, DA will be drawn at the above rate in respect of stay in each country.

(*c*) On deputation for training under officially sponsored training schemes, DA will be drawn for the period of stay in one or more countries at the rate admissible, had the official not proceeded on deputation.

(*d*) DA will not be admissible to officers posted ex-India to special posts, e.g., Consular posts abroad, if allowed to draw foreign allowance instead of daily allowance at split or all-inclusive rates.—*Para.* (*v*).

(5) During Foreign service.—Subject to the terms of appointment, DA admissible on the basis of pay in foreign service.—*Para.* (*vii*).

(6) To re-employed pensioners.—Re-employed pensioners allowed to draw pension in addition to pay will be eligible for DA as under—

(*a*) For officers whose pay in civil post is fixed without taking into account his entire pension, the DA will be based on the pay actually drawn.

(*b*) For officers whose pay in civil post is fixed after taking into account portion/full pension, the DA will be based on pay *plus* such pension taken into account for pay fixation. If pay *plus* pension exceeds the maximum pay of the post, the DA will be based on that maximum.

(*c*) For officers on leave, the DA will be based on the leave salary *plus* non-ignorable part of pension.

"Pension" will be the uncommuted value of pension.—*Para.* (*xii*).

2. H.R.A. and C.C.A.

[Swamy's — FR & SR, Part - V]

1. General Orders

1. Rates.—

House Rent Allowance

Classification of cities/towns	*Rates of HRA*	
(*i*) 'A-1'	30%	of Basic Pay + SI + NPA
(*ii*) 'A', 'B-1' & 'B-2'	15%	
(*iii*) 'C'	7.5%	
(*iv*) Unclassified	5%	

Compensatory (City) Allowance

Basic Pay + SI + NPA	*Amount of CCA p.m.*			
Rs.	'A-1' Rs.	'A' Rs.	'B-1' Rs.	'B-2' Rs.
Below 3,000	90	65	45	25
3,000-4,499	125	95	65	35
4,500-5,999	200	150	100	65
6,000 and above	300	240	180	120

2. Orders applicable for HRA/CCA.—

General Principles.— House Rent Allowance and Compensatory (City) Allowance are payable with reference to Basic Pay *plus* Stagnation Increment *plus* Non-Practising Allowance, if any. (Special Pay/Personal Pay, etc., not to be included).

In the case of re-employed pensioners, the non-ignorable portion of Pension to be added with actual pay, subject to the total limit of maximum of pay scale.

At places where (*i*) CCA, (*ii*) Composite Hill Compensatory Allowance and (*iii*) Special Compensatory Allowance are admissible, an employee can draw only one of these allowances more beneficial to him.—*MF., OM, dated* 18-7-1990.

3. HRA/CCA with reference to place of duty.—Both the allowances are admissible with reference to the place of duty irrespective of the place of residence.— *Para.* 3.

4. During leave/vacation.— Admissible during leave of all kinds including study leave and also during vacation, at the rate admissible before proceeding on leave, for the first 180 days of combined period of leave/vacation/holidays. Beyond this period allowances can be claimed by furnishing prescribed certificates.—*Para.* 6 (*a*).

5. Leave with medical certificate.—Allowances admissible up to 8 months. Controlling Officers to decide payment of the allowances beyond this period subject to furnishing requisite certificate.—*Para.* 6 (*a*).

6. When the official does not join after leave.—If it is due to invalidation/ death, HRA/CCA paid for the leave period not to be recovered. In case of resignation, recovery to be effected before accepting resignation.—*Para.* 6 (*a*) (*i*).

7. Leave preparatory to retirement.—Allowances admissible on furnishing prescribed certificates.—*Para.* 6 (*a*).

8. During suspension.—Allowances admissible for the first 180 days. Beyond this period payment will be subject to furnishing the required certificates.—*Para.* 5 (*f*).

9. During Joining Time.—Allowances admissible at the same rates as at the old station.—*Para.* 6 (*b*).

10. During Temporary Transfer.—HRA/CCA admissible up to 90 days at the rates applicable at the old station and beyond this period at the rates applicable for the new station.—*Para.* 4 (*b*) (*xi*).

11. During deputation abroad up to one year.—HRA/CCA admissible at the rates applicable to headquarters. If deputation period exceeds one year, allowances can be drawn on furnishing certificate if family resides at headquarters.—*Para.* 6 (*c*).

12. During training in India.—

(*i*) *When DA not drawn.*— HRA/CCA admissible at the rates applicable to the headquarters station or training station, whichever is more favourable.

(*ii*) *When DA drawn.*—HRA/CCA admissible at the rates applicable to headquarters only, even when no DA is drawn for the period beyond 180 days.—*Para.* 6 (*e*).

13. During training abroad.—HRA/CCA admissible at the rates applicable at headquarters subject to furnishing certificates. Not admissible during leave taken while on training or immediately thereafter.—*Para.* 6 (*d*).

14. Drawal of HRA.—Without reference to quantum of rent paid. No rent receipt necessary.—*Para.* 1.

15. No HRA if occupying Government accommodation.— HRA not admissible to those provided with Government accommodation, female employees staying in Government-run hostels, employees allotted hostel accommodation run by Autonomous and Semi-Autonomous Organizations at subsidized rent and officers staying in Inspection quarters.—*Para*. 4.

16. Refusal of accommodation.— HRA not admissible for the period employees are debarred from further allotment on their refusal of allotted accommodation.—*Para*. 4 (*b*) (*i*) (*viii*).

17. Date of discontinuance of HRA.— From the date of occupation or from 8th day of allotment, whichever is earlier. In the case of refusal, from the date of allotment.—*Para*. 4 (*b*) (*ii*).

18. On transfer.— (*a*) HRA admissible for 8 months only at new station, if Government accommodation at old station retained at normal/penal/ market rent.—*Para*. 4 (*b*) (*ix*).

(*b*) HRA for employee not in occupation of Government accommodation at old station, if he leaves family at old station and not allotted Government accommodation at new station:

For the first two months of date of joining at new station.	At the same rate drawn at old station.
For the next four months or the end of academic year, whichever is later.	At the rate drawn at old station or maximum admissible at the new station had he taken a residence on rent, whichever is less.

—*Para*. 4 (*b*) (*x*).

19. Persons owning houses.— HRA admissible to employee living in a house owned by him/his wife/children/father/mother. Also admissible if he owns a house but lives in a rented house.—*Para*.7.

20. Sharing rent-free accommodation.— HRA not admissible if an employee shares rent-free accommodation allotted to another Government servant.—*Para*. 5 (*c*) (*i*).

21. Residing in accommodation allotted to a relative.— HRA not admissible if the employee resides in accommodation allotted to his/her parents, son/daughter by the Central/State Government, Autonomous Bodies, Public Sector Undertaking or semi-Government Organization, e.g., Municipality, Port Trust, Nationalized Bank, LIC, etc.—*Para*. 5 (*c*) (*ii*).

22. HRA is not admissible if his wife/her husband has been allotted accommodation at the same station by the Central Government, State Government, an Autonomous Public Undertaking or semi-Government Organization such as Municipality, Port Trust, etc., whether he/she resides in that accommodation or he/she resides separately in accommodation rented by him/her.—*Para*. 5 (*c*) (*iii*).

23. Double HRA for employees posted in N-E Region, etc.—*See* the relevant subject under Section 23.

3. List of Classified Cities for CCA

[Swamy's — FR & SR, Part - V]

Name of the State/ Union Territory	CLASS OF CITIES			
	'A-1'	'A'	'B-1'	'B-2'
Andhra Pradesh	...	Hyderabad (UA)	Vishakapatnam (UA)	Vijayawada (UA)
Assam	...	...	...	Guwahati City
Bihar	...	...	Patna (UA)	Dhanbad (UA), Jamshedpur (UA), Ranchi (UA)
Chandigarh	...	...	...	Chandigarh (UA)
Delhi	Delhi (UA)	...	...	...
Gujarat	...	Ahmedabad (UA)	Surat (UA) Vadodara (UA)	Rajkot (UA)
Haryana	...	...	...	Faridabad Complex
Karnataka	...	Bangalore (UA)	...	Hubli-Dharwad, Mysore (UA)
Kerala	...	...	Kochi (UA)	Kozhikode (UA), Thiruvananthapuram (UA)
Madhya Pradesh	...	...	Bhopal, Indore (UA)	Durg-Bhilai Nagar (UA), Gwalior (UA), Jabalpur (UA)
Maharashtra	Brihan Mumbai (UA)	Pune (UA)	Nagpur (UA)	Aurangabad (UA) Nashik (UA), Solapur (UA)
Punjab	...	...	Ludhiana	Amritsar, Jalandhar
Rajasthan	...	...	Jaipur (UA)	Jodhpur, Kota
Tamil Nadu	Chennai (UA)	...	Coimbatore (UA), Madurai (UA)	Salem (UA), Tiruchirappalli (UA)
Uttar Pradesh	...	Kanpur (UA)	Lucknow (UA), Varanasi (UA)	Agra (UA), Allahabad (UA), Bareilly (UA), Ghaziabad (UA), Gorakhpur, Meerut (UA)
West Bengal	Kolkata (UA)	...	...	Asansol (UA)

—*OM, dated* 3-10-1997

4. List of Classified Cities for HRA

[Swamy's — FR & SR, Part-V]

'A-1' CLASS CITIES

Brihan Mumbai
Chennai (UA)
Delhi (UA)
Kolkata (UA)

'A' CLASS CITIES

Ahmedabad (UA)
Bangalore (UA)
Hyderabad (UA)

'B-1' CLASS CITIES

Bhopal
Indore (UA)
Jaipur (UA)
Kanpur (UA)
Lucknow (UA)
Ludhiana
Nagpur (UA)
Pune (UA)
Surat (UA)
Vadodara (UA)

'B-2' CLASS CITIES

Agra (UA)
Allahabad (UA)
Amritsar
Aurangabad (UA)
Bareilly (UA)
Chandigarh (UA)
Coimbatore (UA)
Faridabad Complex
Gorakpur
Guwahati City
Gwalior (UA)
Hubli-Dharwad
Jabalpur (UA)
Jallandhar
Jodhpur
Kochi (UA)
Kota (UA)
Madurai (UA)
Meerut (UA)

'B-2' CLASS CITIES (*Contd.*)

Nashik (UA)
Patna (UA)
Rajkot (UA)
Ranchi (UA)
Salem (UA)
Solapur
Thiruvananthapuram (UA)
Tiruchirappalli (UA)
Varanasi (UA)
Vijayawada (UA)
Vishakhapatnam (UA)

'C' CLASS CITIES

A & N Islands

Port Blair

Andhra Pradesh

Adilabad
Adoni
Anakapalle
Anantapur
Bapatla
Bellampalle
Bhimavaram
Bodhan
Chilakaluripet
Chirala (UA)
Chittoor
Cuddapah (UA)
Dharmavaram
Eluru
Gudivada
Gudur
Guntakal
Guntur
Hindupur
Jagtial
Kadiri
Kagaznagar
Kakinada (UA)
Karimnagar

Andhra Pradesh (Contd.)

Kavali
Khammam (UA)
Kothagudem (UA)
Kurnool (UA)
Machilipatnam
Madanapalle
Mahbubnagar
Mancheriyal
Mangalagiri
Miryalaguda
Nalgonda
Nandyal
Narasaraopet
Narsapur
Nellore
Nirmal
Nizamabad
Ongole (UA)
Palacole
Palwancha
Ponnuru
Proddatur
Rajahmundry (UA)
Ramagundam
Sangareddy
Siddipet
Sircilla
Srikakulam
Srikalahasti
Suryapet
Tadepalligudem
Tadipatri
Tanuku
Tenali
Tirupati (UA)
Vizianagaram
Warangal (UA)
Yemmiganur

Assam

Dhubri
Dibrugarh (UA)

Assam (*Contd.*)

Jorhat (UA)
Karimganj
Nagaon
Silchar
Tezpur
Tinsukia

Bihar

Adityapur
Arrah
Bagaha
Barauni
Begusarai (UA)
Bettiah
Bhagalpur (UA)
Bihar
Bokaro Steel City (UA)
Buxar
Chaibasa
Chapra
Daltonganj
Darbhanga
Dehri
Deoghar (UA)
Dhanbad (UA)
Gaya (UA)
Giridih
Hajipur
Hazaribagh
Jamalpur
Jamshedpur (UA)
Jehenabad
Jhumritilaiya
Katihar
Kishanganj
Lakhisarai
Madhubani
Mokameh
Motihari (UA)
Munger
Muzaffarpur
Nawada
Phusro (UA)
Purnia (UA)
Ramgarh (UA)
Saharsa

Bihar (*Contd.*)

Sasaram
Saunda
Siwan

Goa

Margao (UA)
Marmugao (UA)

Gujarat

Amrelli (UA)
Anand (UA)
Anjar
Anklesvar (UA)
Bharuch (UA)
Bhavnagar (UA)
Bhuj (UA)
Botad
Dabhoi
Deesa
Dhoraji (UA)
Dhrangadhra
Dohad (UA)
Gandhidham
Gandhinagar
Godhra (UA)
Gondal (UA)
Himatnagar
Jamnagar (UA)
Jetpur (UA)
Junagadh (UA)
Kalol (UA)
Keshod
Khambhat (UA)
Mahesana (UA)
Mahuva (UA)
Morvi (UA)
Nadiad (UA)
Navsari (UA)
Palanpur (UA)
Patan (UA) Distt. Mahsana
Petlad
Porbandar (UA)
Savakundla (UA)
Sidhpur (UA)
Surendranagar
Unjha

Gujarat (*Contd.*)

Upleta
Valsad (UA)
Veraval
Viramgam
Visnagar (UA)

Haryana

Ambala
Ambala (UA)
Bahadurgarh (UA)
Bhiwani
Gurgaon (UA)
Hansi
Hisar (UA)
Jind
Kaithal
Karnal (UA)
Narnaul
Palwal
Panchkula Urban Estate
Panipat
Rewari
Rohtak
Sirsa
Sonipat
Thanesar
Yamunanagar (UA)

Himachal Pradesh

Shimla (UA)

Karnataka

Bagalkot
Belgaum (UA)
Bellary
Bhadravati (UA)
Bidar (UA)
Bijapur (UA)
Channapatna
Chikmagalur
Chintamani
Chitradurga (UA)
Dandeli
Davangere (UA)
Dodaballapur
Gadag-Batigeri
Gangawati (UA)

Karnataka (*Contd.*)

Gokak
Gulbarga (UA)
Harihar
Hassan (UA)
Hospet (UA)
Karwar
Kolar
Kolar Gold Fields (UA)
Mandya
Mangalore (UA)
Mysore (UA)
Nipani
Rabkavi-Banhatti
Raichur (UA)
Ramanagaram
Ranibennur
Shimoga (UA)
Tumkur (UA)
Udupi (MC)

Kerala

Alappuzha (UA)
Changanassery
Kanhangad (UA)
Kannur (UA)
Kasargod
Kayamkulam
Kollam (UA)
Kottayam (UA)
Kozhikode (UA)
Manjeri
Palakkad (UA)
Payyannur
Ponnani
Taliparamba
Thiruvalla
Thrissur (UA)
Vadakara (UA)
Quilandy (MC)

Madhya Pradesh

Ambikapur (UA)
Balaghat (UA)
Barhanpur
Betul (UA)
Bhind

Madhya Pradesh (*Contd.*)

Bilaspur (UA)
Chhatarpur (UA)
Chhindwara (UA)
Damoh (UA)
Datia
Dewas
Dhamtari
Dhar
Durg
Guna
Hoshangabad
Itarsi (UA)
Jagdalpur (UA)
Jaora (UA)
Khandwa
Khargone
Korba
Mandsaur
Mhow (UA)
Morena
Murwara (Katni)
Nagda
Neemuch (UA)
Raigarh (UA)
Raipur (UA)
Rajharajharan Dalli
Rajnandgaon
Ratlam (UA)
Rewa
Sagar (UA)
Sarni (UA)
Satna (UA)
Sehore (UA)
Seoni
Shahdol (UA)
Shivpuri
Tikamgarh
Ujjain (UA)
Vidisha

Maharashtra

Achalpur
Ahmednagar (UA)
Akola
Akot
Amalner

Maharashtra (*Contd.*)

Ambejogai
Amravati
Ballarpur (UA)
Barshi
Bhandara
Bhiwandi (UA)
Bhusawal (UA)
Bid
Buldana
Chalisgaon
Chandrapur
Dhule
Gondiya
Hinganghat
Hingoli
Ichalkaranji (UA)
Jalgaon
Jalna
Kamptee (UA)
Karad
Khamgaon
Kolhapur (UA)
Latur
Malegaon
Malkapur
Manmad
Nalasopara
Nanded (UA)
Nandurbar
Osmanabad
Pandharpur
Panvel
Parbhani
Parli
Pusad
Ratnagiri
Sangli (UA)
Satara
Shrirampur (UA)
Udgir
Virar
Wardha
Yavatmal (UA)

Manipur

Imphal (UA)

Meghalaya

Shillong (UA)

Mizoram

Aizwal

Nagaland

Dimapur
Kohima

Orissa

Balangir
Baleshwar (UA)
Bargarh
Bhadrak
Bhawanipatna
Bhubaneswar
Brahampur
Brajarajnagar
Cuttack (UA)
Jeypur
Jharsuguda
Puri
Rourkela (UA)
Sambhalpur (UA)
Sunabeda

Punjab

Abohar
Barnala
Batala (UA)
Bhatinda
Faridkot (UA)
Fazilka
Firozpur
Firozpur Cantt.
Gurdaspur
Hoshiarpur
Kapurthala
Khanna
Kotkapura
Malerkotla
Malout
Mansa
Moga (UA)
Muktsar
Nabha
Pathankot (UA)

Punjab (*Contd.*)

Patiala (UA)
Phagwara (UA)
Rajpura
SAS Nagar (Mohali)
Sangrur

Pondicherry

Karaikal
Oulgaret
Pondicherry (UA)
Yanam (UA)

Rajasthan

Ajmer
Alwar (UA)
Banswara (UA)
Baran
Barmer
Beawar (UA)
Bharatpur (UA)
Bhilwara
Bikaner
Bundi
Chittaogarh
Churu (UA)
Dhaulpur
Fatehpur
Ganganagar
Gangapur City (UA)
Hanumangarh
Hindaun
Jhunjhunun
Kishangarh
Makrana (UA)
Nagaur
Nawalgarh
Pali
Ratangarh
Sardar-Shahar
Sawai Madhopur (UA)
Sikar
Sujangarh
Tonk (UA)
Udaipur

Tamil Nadu

Ambur

Tamil Nadu (*Contd.*)

Arakkonam
Arani
Aruppukkottai
Attur
Bodinayakkanur
Chengalpattu
Chidambaram (UA)
Cuddalore
Dharmapuri
Dindigul (UA)
Erode (UA)
Gudiyattam (UA)
Kadaiyanallur
Kambam
Kanchipuram (UA)
Karaikkudi (UA)
Karur (UA)
Kovilpatti
Krishnagiri
Kumarapalaiyam
Kumbakonam (UA)
Mannargudi
Mayiladuthurai
Mettupalaiyam
Mettur
Nagappattinam (UA)
Nagercoil
Neyveli (UA)
Palani (UA)
Panruti
Paramakkudi
Pattukkottai
Pollachi (UA)
Pudukkottai
Puliyangudi
Rajapalaiyam
Ramanathapuram
Sivakasi (UA)
Srivilliputtur
Teni Allinagaram
Tenkasi
Thanjavur
Tindivanam
Tiruchengodu
Tirunelveli (UA)

Tamil Nadu (*Contd.*)

Tiruppattur
Tiruppur (UA)
Tiruvannamalai
Turicorin (UA)
Udhagamandalam
Udumalaippettai
Valparai
Vaniyambadi (UA)
Vellore (UA)
Villupuram
Virudunagar
Vriddhachalam

Tripura

Agartala

Uttar Pradesh

Aligarh
Amroha
Auraiya
Azamgarh
Ballia
Balrampur
Banda
Baraut
Basti
Behraich
Bela Pratapgarh
Bhadohi
Bijnor (UA)
Budaun
Bulandshahr
Chandausi
Chandpur
Dehradun (UA)
Deoband
Deoria
Etah
Etawah
Faizabad (UA)
Farrukhabad-cum-Fatehgarh (UA)
Fatehpur
Firozabad (UA)
Ganga Ghat (Distt. Unnao)
Ghaziabad (UA)
Ghazipur

Uttar Pradesh (*Contd.*)

Gonda
Haldwani-cum-Kathgodam
Hapur
Hardoi
Hardwar (UA)
Hathras
Jaunpur
Jhansi (UA)
Hathras
Jaunpur
Jhansi (UA)
Kairana
Kannauj
Kasganj
Kashipur
Khurja
Lakshimpur
Lalitpur
Mahoba
Mainpuri
Mathura
Maunath Bhanjan
Mawana
Mirzapur-cum-Vindhyachal
Modinagar (UA)
Moradabad (UA)
Mugalsarai (UA)
Muzaffarnagar (UA)
Nagina
Najibabad
Nawabganj
Noida
Orai
Pilibhit
Pilkhua
Rae Bareli
Rampur
Roorkee (UA)
Rudrapur
Saharanpur
Sahaswan
Sambhal
Shahabad
Shahjahanpur (UA)

Uttar Pradesh (*Contd.*)

Shamli
Shikohabad
Sikandrabad
Sitapur
Sultanpur
Tanda
Unnao

West Bengal

Alipurduar (UA)
Asansol (UA)
Baharampur (UA)
Bangaon
Bankura
Barddhaman
Basirhat
Bishnupur
Bolpur
Chakdaha
Chittaranjan
Contai
Dabgram
Darjiling
Durgapur
English Bazar (UA)
Habra (UA)
Haldia
Jalpaiguri
Jangipur
Katwa
Kharagpur (UA)
Koch-Bihar (UA)
Krishnanagar
Medinipur
Nabadwip (UA)
Puruliya
Raiganj (UA)
Rajpur (UA)
Ranaghat (UA)
Raniganj
Santipur
Siliguri
Suri
Valurghat (UA)

5. List of cities/towns placed in a lower classification from 1-8-1997 but allowed to draw HRA/CCA as per their existing classification until further orders.—*OM, dated* 3-10-1997.

For **HRA**

Sl. No.	Name of City/Town	Classification		Sl. No.	Name of City/Town	Classification	
		Prior to 1-8-1997	From 1-8-1997			Prior to 1-8-1997	From 1-8-1997
1.	Agra (UA)	B-1	B-2	15.	Jamshedpur (UA)	B-2	C
2.	Ajmer	B-2	C	16.	Kanpur (UA)	A	B-1
3.	Aligarh	B-2	C	17.	Kolhapur (UA)	B-2	C
4.	Amravati	B-2	C	18.	Kozhikode (UA)	B-2	C
5.	Asansol	B-2	C	19.	Lucknow (UA)	A	B-1
6.	Baharampur (UA)	C	–	20.	Madurai (UA)	B-1	B-2
7.	Bhavnagar (UA)	B-2	C	21.	Moradabad (UA)	B-2	C
8.	Bhubaneswar	B-2	C	22.	Mysore (UA)	B-2	C
9.	Bikaner	B-2	C	23.	Nagpur (UA)	A	B-1
10.	Coimbatore (UA)	B-1	B-2	24.	Patna (UA)	B-1	B-2
11.	Cuttack (UA)	B-2	C	25.	Raipur (UA)	B-2	C
12.	Durgapur	B-2	C	26.	Varanasi (UA)	B-1	B-2
13.	Ghaziabad (UA)	B-2	C	27.	Warangal (UA)	B-2	C
14.	Guntur	B-2	C				

For **CCA**

Sl. No.	Name of City/Town	Classification		Sl. No.	Name of City/Town	Classification	
		Prior to 1-8-1997	From 1-8-1997			Prior to 1-8-1997	From 1-8-1997
1.	Agra (UA)	B-1	B-2	10.	Cuttack (UA)	B-2	–
2.	Ajmer	B-2	–	11.	Dhanbad (UA)	B-1	B-2
3.	Aligarh	B-2	–	12.	Durgapur	B-2	–
4.	Allahabad (UA)	B-1	B-2	13.	Guntur	B-2	–
5.	Amravati	B-2	–	14.	Jabalpur (UA)	B-1	B-2
6.	Belgaum (UA)	B-2	–	15.	Jaipur (UA)	A	B-1
7.	Bhavnagar (UA)	B-2	–	16.	Jamshedpur (UA)	B-1	B-2
8.	Bhubaneswar	B-2	–	17.	Kanpur (UA)	B-2	–
9.	Bikaner	B-2	–	18.	Kolhapur (UA)	B-2	–

Sl. No.	Name of City/Town	Classification		Sl. No.	Name of City/Town	Classification	
		Prior to 1-8-1997	From 1-8-1997			Prior to 1-8-1997	From 1-8-1997
19.	Kozhikode (UA)	B-1	B–2	26.	Raipur (UA)	B-2	–
20.	Lucknow (UA)	A	B-1	27.	Rajahmundry (UA)	B-2	–
21.	Mangalore (UA)	B-2	–	28.	Thiruvanantha-puram (UA)	B-1	B–2
22.	Meerut (UA)	B-1	B–2	29.	Varanasi (UA)	B-1	B–2
23.	Moradabad (UA)	B-2	C	30.	Vijayawada (UA)	B-1	B-2
24.	Nagpur (UA)	A	B-1	31.	Warangal (UA)	B-2	–
25.	Pondicherry (UA)	B-2	–				

6. List of stations where HRA and CCA are admissible under Special Orders

[Swamy's — FR & SR, Part - V]

Faridabad Complex, Ghaziabad Municipality, Air Force Station —Hindon, Gurgaon MC, Noida Township ...	HRA and CCA	At Delhi rates
Shillong ...	HRA	At 'A', 'B-1', 'B-2' rates
Government of India Press (near Coimbatore) ...	HRA and CCA	At Coimbatore rates
Jalandhar Cantt. Board ...	CCA	At 'B-2' class city rates
New Bombay, Panvel, Uran Area ...	HRA	At Mumbai rates
Kesarapalli Village (AP), Srinagar (UA) ...	HRA	At 'B-2' class city rates
Coonoor, Goa, UT of Daman and Diu, Mahe ...	HRA	At 'C' class city rates
Vashi	CCA	At 'A' class city rates
Alwaye, Goa, Jamnagar, Rourkela, Jammu (UA), Srinagar (UA) ...	CCA	At 'B-2' class city rates
Jammu City ...	HRA	At 'B-2' class city rates

7. HRA and CCA to certain places under specific sanctions

[Swamy's — FR & SR, Part - V]

In addition to the classified cities and stations covered by special orders, HRA and CCA as admissible to classified cities are made applicable by specific sanctions by the Ministries/Departments to staff working in a number of individual places which are within 8 km of municipal limits of classified cities, but which are not included within the UA of any city, subject to fulfilment of certain conditions:

(*i*) Employees whose place of duty is in the proximity of a qualified city and who, of necessity, have to reside within the city;

(*ii*) Employees working in aerodromes, meteorological observatories, wireless stations and other establishments, even though they may not reside within those municipal limits.—*Paras*. 3 (*b*) (*ii*) & (*iii*) *of OM, dated* 27-11-1965 *and* 25-1-1993.

8. List of Hill Stations where HRA is admissible at 'C' class city rates under Special Orders

[Swamy's — FR & SR, Part - V]

Almora
Aravenue
Aruvankadu
Balacola
Bhowali
Chakrata
Dagshai
Dalhousie
Dunsandle
Darjeeling
Glenmorgan
Jotogh
Kalhatti
Kalimpong
Kasauli
Kasumpti
Katary
Kattabettu
Kilkotagiri
Kodaikanal
Kufri
Kullakamby
Kurseong
Kotagiri
Lala Bazaar
Lovedale
Mashobra
Masnigudi
Mount Abu
Mukteswar
Mussoorie
Naduvattam
Nainital
Pachmarhi
Pithoragarh
Pykara Dam
Sanawar
Solan
Tehri
Wellington (Nilgiris)
Yercaud

—*OM, dated* 6-4-1978

6

Other Compensatory Allowances

A brief description of the various allowances admissible to employees and the conditions for the drawal of the same are given below—

'Pay' for the purpose of grant of compensatory allowances will mean Basic Pay as defined in FR 9 (21) (*a*) (*i*), Non-Practising Allowance and Stagnation Increment.

1. Special Compensatory (Hill Areas) Allowance

[Swamy's — FR & SR, Part - V]

A composite allowance is granted in lieu of Hill Compensatory and Winter Allowances. This allowance is admissible throughout the year to the Central Government employees posted at hill stations situated at a height of 1000 metres or more above sea-level.

Bad Climate Allowance is granted at those places which are declared as bad climate areas by the State Government concerned for the grant of this allowance to their staff.

The monthly rates of the allowances are given below—

Pay + NPA + SI	Bad Climate Allowance	Composite HCA
	Rs.	Rs.
Below Rs. 3,000 p.m. ...	40	100
Rs. 3,000-4,499 p.m. ...	80	140
Rs. 4,500-5,999 p.m. ...	120	240
Rs. 6,000-8,999 p.m. ...	160	300
Rs. 9,000 p.m. and above ...	200	300

2. Special Compensatory (Remote Locality) Allowance

[Swamy's — FR & SR, Part - V]

This allowance is granted to Central Government employees serving in the specified remote localities of the country, at the following rates:—

Locality	Pay below Rs. 3,000	Pay Rs. 3,000 to Rs. 4,499	Pay Rs. 4,500 to Rs. 5,999	Pay Rs. 6,000 to Rs. 8,999	Pay Rs. 9,000 and above
	Rs.	Rs.	Rs.	Rs.	Rs.
Part-A	300	500	700	1,000	1,300

Locality	Pay below Rs. 3,000	Pay Rs. 3,000 to Rs. 4,499	Pay Rs. 4,500 to Rs. 5,999	Pay Rs. 6,000 to Rs. 8,999	Pay Rs. 9,000 and above
	Rs.	Rs.	Rs.	Rs.	Rs.
Part-B	250	400	550	800	1,050
Part-C	150	300	450	600	750
Part-D	40	80	120	160	200

PART - A

Andaman and Nicobar Islands.— Little Andaman, Nicobar and Narcondum Islands and North and Middle Andamans.

Arunachal Pradesh.— Difficult Areas of Arunachal Pradesh.

Himachal Pradesh.—

CHAMBA DISTRICT

1. Pangi Tehsil

2. Following Panchayats and villages of Bharmour Tehsil:—

(*a*) *Panchayats*
Badgaun, Bajol, Deol Kugti, Nayagam, Tundah.

(*b*) *Villages*
Ghatu of Gram Panchayat Jagat, Kanarsi of Gram Panchayat Chauhata.

KINNAUR DISTRICT

(*a*) *Panchayats*
Asrang, Chitkul, Hango Kuno/Charang.

(*b*) 15/20 area comprising of Gram Panchayats of—
Chhota Khamba, Nathpa, Rupi.

(*c*) Pooh Sub-Division excluding Panchayats areas specified above.

KULU DISTRICT

15/20 area of Nirmand Tehsil comprising of Gram Panchayats of—

Kharga, Kushwar, Sarga.

LAHAUL AND SPITI DISTRICT

Entire area of Lahaul and Spiti.

SHIMLA DISTRICT

15/20 area of Rampur Tehsil comprising of Panchayats of—

Koot, Labana-Sadana, Sarpara and Chandi-Branda.

Jammu and Kashmir.—

KATHUA DISTRICT

Niabat Bani, Lohi, Malhar, Macchodi.

UDHAMPUR DISTRICT

Dudu Basantgarh, Lander Bhamag Illaqa, Thakrakote, Nagote. All areas in Tehsil Mahore except those in PART-B below.

DODA DISTRICT

Illaqas of Padder in Kishtwar Tehsil. Niabat Nowgam in Kishtwar Tehsil.

LEH DISTRICT

All places in the District.

BARAMULLA DISTRICT

Entire Gurez-Niabat, Tangdar Sub-Division, Keran Illaqa.

Lakshadweep.—Entire Union Territory.

Mizoram.— Chimptuipui District of Mizoram and areas beyond 25 km from Lunglei Town in Lunglei District.

Sikkim.

Uttar Pradesh.— Chamoli District; Pithoragarh District; and Uttarkashi District.

PART - B

Andaman and Nicobar Islands.— South Andaman including Port Blair.

Arunachal Pradesh.—Throughout Arunachal Pradesh except difficult areas mentioned under Part - A.

Himachal Pradesh.—

CHAMBA DISTRICT

Bharmour Tehsil excluding areas covered in PART - A above.

KANGRA DISTRICT

Areas of Bara Bhangal, Chhotta Bhangal.

KINNAUR DISTRICT

Entire District except places covered under PART - A above.

SHIMLA DISTRICT

Dodra-Kawar Tehsil, Gram Panchayats of Darkali in Rampur, Kashapath Tehsil, Munish, Ghori Chaibis of Pargana Sarahan.

Jammu and Kashmir.—Areas up to Goel from Kamban side and areas up to Arnas from Keasi side in Tehsil Mahore of Udhampur District.

Matchill in Baramulla District.

Mizoram.—Throughout Lunglei District excluding areas beyond 25 km from Lunglei town.

Nagaland.

Tripura (only difficult areas).

PART - C

Himachal Pradesh.—

CHAMBA DISTRICT

Jhandru Panchayat (Bhatiyat Tehsil), Churah Tehsil, Dalhousie Town (including Banikhet proper).

KULU DISTRICT

Outer Seraj (excluding villages of Jakat-Khana and Burow in Tehsil Nirmand).

Entire District (excluding outer Seraj area and Pargana of Pandrabis but including villages Jakat-Khana and Burrow of Tehsil Nirmand)

MANDI DISTRICT

(*a*) Chhuhar Valley (Jogindernagar Tehsil).

(*b*) Following Panchayats in Thunag Tehsil:—

Bagraa, Chhatri, Chhotdhar, Garagushain, Gatoo, Gharyas, Janjheli, Jaryar, Johar, Kalhani Kalwan, Kholanal, Loth, Silibagi, Somachan, Thachdhar, Tachi, Thana.

(*c*) Following Panchayats of Dharampur Block:—
Binga, Kamlah, Saklana, Tanyar, Tarakholah.

(*d*) Following Panchayats of Karsog Tehsil:—
Balidhar, Bagra, Gopalpur, Khajol, Mahog, Mehudi, Manj, Pekhi, Sainj, Sarahan, Teban.

(*e*) Following Panchayats of Sundernagar Tehsil:—
Bohi, Batwara, Dhanyara, Paura-Kothi, Seri, Shoja.

KANGRA DISTRICT (1) Dharamsala Town and Office located outside Municipal limit but allocated to Dharamsala, i.e.,

(*i*) Women ITI, Dari.
(*ii*) Mechanical Workshop, Ramnagar.
(*iii*) Child Welfare, Town and Country Planning Office, Sakoh.
(*iv*) CRSF Office at lower Sakoh.
(*v*) Kangra Milk Supply Scheme, Dugiar.
(*vi*) HRTC Workshop, Sudher.
(*vii*) Zonal Malaria Office, Dari.
(*viii*) Forest Corp. Office, Shamnagar.
(*ix*) Tea Factory, Dari.
(*x*) IPH Sub-Divn., Dari.
(*xi*) Settlement Office, Shamnagar.
(*xii*) Binwa Project, Shamnagar.

(2) Palampur Town including HP KVV Campus at Palampur and offices located outside Municipal limit but allocated to Palampur, i.e.,

(*i*) HP Krishi Vishv-Vidyalaya Campus.
(*ii*) Cattle Development Office/Jersy Farm, Banuri.
(*iii*) Sericulture Office/Indo-German Agriculture Workshop/HP PWD Division, Bundla.
(*iv*) Electrical Sub-Division, Lohna.
(*v*) DPO Corporation, Bundla.
(*vi*) Electrical HP SEE Division, Ghuggar.

SHIMLA DISTRICT

Chopal Tehsil, Ghoris, Panjgaon Patsnau, Naubis and Teen, Koti of Pargana Sarahan, Deothi Gram Panchayat of Taklesh area, Pargana Barabis, Kasba Rampur and Ghori Nog of Pargana Rampur of Tehsil Rampur, Shimla Town and its suburbs (Dhalli, Jatog, Kasumpti, Mashobra, Taradevi and Tutu).

SIRMAUR DISTRICT

(*a*) Following Panchayats:—

(1) Bani Bakhali (Pachhad Tehsil).
(2) Bhrog Bheneri (Paonta Tehsil).
(3) Birla (Nahan Tehsil).
(4) Dibber (Pachhad Tehsil).
(5) Thana Kasoga (Nahan Tehsil).

(*b*) Transgiri Tract.

SOLAN DISTRICT

Mangal Panchayat.

Jammu and Kashmir.—Areas of Poonch and Rajouri District excluding the towns of Poonch and Rajouri and Sunderbani and other urban areas in the two districts; Areas not included in Part 'A' and Part 'B' and the areas falling in Poonch and Rajouri Districts but excluded above which are within the distance of 8 km from the line of actual control or at places which may be declared as qualifying for Border Allowance from time to time by the State Government for their own staff.

Manipur.

Mizoram.—Throughout Aizawl district.

Tripura.—All areas except difficult areas.

Part - D

Assam and Meghalaya.

Himachal Pradesh.—The remaining areas of Himachal Pradesh not covered under PARTS—'A', 'B' and 'C' above.

3. Special Compensatory Allowance to Gandhinagar

[Swamy's — FR & SR, Part - V]

From 1-8-1997, 2.5% of basic pay (revised) to the Central Government employees serving at Gandhinagar belonging to Groups 'C', 'D' and also to such of the Group 'B' (non-Gazetted) employees whose pay scales correspond to or are lower than the pay scales of Group 'C' employees posted at Gandhinagar.—*OM, dated* 4-7-2001.

4. Special Compensatory (Border Area) Allowance

[Swamy's — FR & SR, Part - V]

Admissible to Central Government servants during the period of their posting at places (*i*) within 16 km of the international border in Punjab (excluding the district, sub-district and Tehsil Headquarters) and (*ii*) within 30 miles of the international border of Rajasthan (excluding the district, sub-district and Tehsil Headquarters).

Rates of Border Allowance

Pay Range (Basic Pay + NPA + SI)	Rate per month Rs.
Below Rs. 3,000 p.m.	40
Rs. 3,000 to 4,499 p.m.	80
Rs. 4,500 to 5,999 p.m.	120
Rs. 6,000 to 8,999 p.m.	160
Rs. 9,000 p.m. and above	200

— *O.M., dated* 3-3-1999

Condition for drawal—The Border Allowance will be paid when no other compensatory allowance like Special Compensatory (Remote Locality) Allowance, Tribal Area Allowance, Bad Climate Allowance, Special Compensatory (Hill Areas) Allowance, etc., is admissible.

Not admissible to members of Security Forces and Central Government servants whose conditions of recruitment primarily cover service in border areas.

5. Special (Duty) Allowance

[Swamy's — FR & SR, Part-I]

1. Admissibility.—To Central Government civilian employees having All India Transfer liability on posting to any station in the North-Eastern Region, viz., Assam, Meghalaya, Manipur, Nagaland, Sikkim and Tripura from outside the region. Also admissible to officers posted to N-E. Council, when they are stationed in N-E. Region.

2. Rate admissible.— $12\frac{1}{2}$% of Basic pay *plus* SI *plus* NPA. This will be in addition to Special Pay and/or Deputation (Duty) Allowance, if any, drawn.

3. Other Special Allowances.— Special Compensatory (Remote Locality) Allowance, Construction Allowance and Project Allowance can be drawn separately.

4. S/T Officers.— Scheduled Tribe Officers exempted from payment of Income Tax also eligible to draw Special (Duty) Allowance under these orders.

5. Not admissible during leave, etc.— Not admissible during leave/training beyond 15 days at a time and beyond 30 days in a year, and during Suspension/Joining Time.

6. Not treated as 'Pay'.— Special (Duty) Allowance not treated as 'Pay' for any purpose.

6. Island Special (Duty) Allowance

[Swamy's — FR & SR, Part-I]

1. Admissibility.— Central Government civilian employees having All India transfer liability on their posting to the Andaman and Nicobar Islands and the Lakshadweep. This is in lieu of Special (Duty) Allowance.

2. Rates admissible.—

	Areas	Rate per month
(*i*)	*Areas around Capital Towns:* (Port Blair in A & N Islands, Kavaratti and Agatti in Lakshadweep.)	$12\frac{1}{2}$% of basic pay *plus* NPA and Stagnation Increment.
(*ii*)	*Difficult areas:* (North and Middle Andaman, South Andaman, excluding Port Blair, all islands in Lakshadweep except Kavaratti, Agatti and Minicoy.)	20% of basic pay *plus* NPA and Stagnation Increment.
(*iii*)	*More Difficult areas:* (Little Andaman, Nicobar group of Islands, Narcondum Islands, East Islands in A & N Islands, Minicoy in Lakshadweep.)	25% of basic pay *plus* NPA and Stagnation Increment.

3. Regulation for drawal/conditions.— Same as for Special (Duty) Allowance *vide* Paras. 2 to 6 of 5 above— *Appendix*-9.

7. Project Allowance

[Swamy's — FR & SR, Part - V]

1. Admissibility.—This is granted to compensate the employees for lack of amenities such as schools, markets, housing and dispensaries at the places of construction of major projects.

2. Rates.—

Pay + NPA + SI Rs.	Rate per month Rs.
Below Rs. 3,000	150
3,000—4,499	300
4,500—5,999	450
6,000—8,999	600
9,000 and above	750

3. Central Government employees of other Departments whose offices have been located in the project area not specifically for the work of project authorities shall be allowed Project Allowance at 50% of the above rates.

—*OM, dated* 1-4-1998.

8. Tribal Area Allowance

[Swamy's — FR & SR, Part - V]

This allowance is granted in a few places—Tribal Taluks/pockets in Andhra Pradesh, Assam, Bihar, Gujarat, Himachal Pradesh, Karnataka, Madhya Pradesh, Maharashtra, Orissa, Tamil Nadu, Tripura, Uttar Pradesh and West Bengal. This allowance is granted at the same rates as Bad Climate Allowance.

9. Sunderban Allowance

[Swamy's — FR & SR, Part-V]

1. Admissibility.—Central Government employees posted in the Sunderban areas of West Bengal.

2. Period.—From 1-8-1997 to 31-12-2002 or up to the period for which State Government continues to pay this Allowance, whichever is earlier.

3. Rates.—

Pay Range	Revised Rates with effect from 1-8-1997
Below Rs. 3,000 per month	30
Rs. 3,000 - 4,499 per month	60
Rs. 4,500 - 5,999 per month	90
Rs. 6,000 - 9,000 per month	120

—*Section X*, (2)

7

Other Allowances

1. Transport Allowance

[Swamy's — FR & SR, Part - II]

With effect from 1st August, 1997, all employees are entitled to Transport Allowance as below:—

Employees drawing pay in the scale of	Rate of Transport Allowance per month	
	'A-1'/'A' Class City *	Other Places
	Rs.	Rs.
Rs. 8,000-13,500 and above	800	400
Rs. 6,500-6,900 and above, but below Rs. 8,000-13,500	400	200
Below the scale of Rs. 6,500-6,900	100	75
Casual labour with temporary status	100	75

*As classified for CCA from 1-8-1997. The special dispensation extended to HRA/CCA not applicable.

Regulation/Conditions

1. Not admissible to—

(*i*) Employees who are provided with Government accommodation within a distance of one kilometre or within a campus housing the places of work and residence. Drawal of Transport Allowance is subject to employee's furnishing certificate that he has not been provided with Government accommodation within a distance of one kilometre or within a campus housing the places of work and residence.

(*ii*) Employees who have been provided with facility of Government transport.

(*iii*) Employees during absence from duty for a full calendar month due to leave/training/tour, etc. If the absence covers more than one month, it will not be admissible for calendar month(s) wholly covered by absence. If the absence covers part of any calendar month, it will be admissible for the full month.

2. During training treated as duty.— Admissible if no transport facility/T.A./D.A. is provided for attending the Training Institute. During official tour in the training course, the allowance will not be admissible when the period of tour covers the whole calendar month. During training abroad, the allowance is not admissible when the period of such training covers the whole calendar month.

3. During suspension.—Not admissible when suspension covers full calendar month(s). When the suspension period covers a calendar month partially, the allowance payable for that month will be reduced proportionately.

4. Officers availing Staff Car facility.— Officers of the level of Joint Secretary and above provided with staff car for commuting between office and residence can have the option to retain the facility or to draw Transport Allowance. If they opt for Transport Allowance, the staff car facility will be withdrawn from the date they opt for the allowance.

5. Handicapped employees.— Conveyance Allowance to handicapped employees as per OM, dated 31-8-1978 is withdrawn. Instead, such of those handicapped employees eligible for conveyance allowance will draw Transport Allowance at double the rates prescribed above. However, handicapped employees provided with Government accommodation within a distance of one kilometre from the place of work or within a campus housing the places of work and residence can draw Transport Allowance at the normal rates.—*OMs, dated* 3-10-1997, 17-4-1998 *and* 22-2-2002.

2. Cycle Allowance

[Swamy's — FR & SR, Part-II]

1. Admissibility.—Where the duties assigned to a post require extensive travelling at or near the headquarters and the maintenance of a bicycle is essential for the purpose.

2. Rate.—Rs. 30 per month.

3. Conditions.—

(*i*) The Head of Department should be satisfied about the admissibility as in Para. (1) above.

(*ii*) The official concerned should maintain and use his own cycle for official journeys.

(*iii*) Not admissible during joining time, leave, temporary transfer, during holidays prefixed/suffixed to leave/joining time.

(*iv*) Not admissible for any period of more than one month at a time during which the official does not maintain a cycle or the cycle remains out of order or is not used for official purpose for any other reason.

4. Entitlement to T.A.—

(*i*)	For journeys within a radius of 8 km from usual place of duty.	No T.A.
(*ii*)	For journeys beyond a radius of 8 km but not exceeding 16 km from the usual place of duty—	
	(*a*) if the point falls within the local jurisdiction.	No T.A.
	(*b*) if the point falls outside the local jurisdiction.	T.A. admissible under the normal rules if the journey is performed otherwise than on a cycle.
(*iii*)	For journeys beyond a radius of 16 km from the usual place of duty.	T.A. admissible under the normal rules.

5. Sanction.—The sanction is with reference to post and not the incumbent. Sanction issued initially for two years and renewed thereafter.

6. In the Departments of Posts/Telecom.—The Heads of Divisions are competent to sanction Cycle Allowance. The allowance may also be sanctioned when maintenance of cycle is considered necessary for the efficient discharge of duty and prompt execution of service, though there may not be extensive touring.

3. Washing Allowance

[Swamy's — Uniforms for Groups 'C' & 'D' Employees]

1. Admissibility.— Common categories of Group 'C' and Group 'D' employees who have been supplied with uniforms.

2. Rate.—Rs. 30 per month.

3. No deduction during leave.— No deduction, whatsoever, of Washing Allowance, need be made for the period of any leave taken by the employee.

4. Undertaking.— Staff who are supplied uniforms/granted Washing Allowance should furnish an undertaking that they will report for duty in the uniforms supplied to them. In the event of non-receipt of undertaking, further supply of uniforms/payment of Washing Allowance to be stopped.—*OM, dated* 6-12-1995.

4. Overtime Allowance

[Swamy's — OTA to Central Government Employees and Compilation of Staff Car Rules]

I. General Orders

1. Existing OTA orders to continue.—Fifth Pay Commission recommended discontinuance of OTA except for Staff Car Drivers, Operational Staff and Industrial employees. *Status quo*, however, continued subject to review to make the eligibility more restrictive. For applying 'Pay'/'Pay Slabs' in the existing orders 'notional pay' admissible in pre-revised scales to be taken into account.—*OM, dated* 21-11-1997.

2. Eligibility.— Non-Gazetted staff drawing pay up to Rs. 2,200 p.m. [including special pay, personal pay, etc., under FR 9 (21) (*a*)] are eligible.

3. Emoluments.—'Pay' as defined under FR 9 (21) (*a*) *plus* DA/CCA/Composite Hill Compensatory Allowance.

II. Office Staff

1. Rates.—

Emoluments pre-revised scale	Overtime Allowance per hour	
	For the first one hour in excess of the prescribed hours of work	Thereafter
		Rs. P.
Below Rs. 1,201	Nil	6.25
Rs. 1,201 and above, but below Rs. 1,451	Nil	7.50
Rs. 1,451 and above, but below Rs. 1,701	Nil	8.95
Rs. 1,701 and above, but below Rs. 1,951	Nil	10.35
Rs. 1,951 and above, but below Rs. 2,201	Nil	11.80
Rs. 2,201 and above	Nil	12.50

2. Conditions.—

(*i*) *First one hour free.*— One hour to be deducted as free duty from extra duty performed, either before or after office hours, beyond prescribed hours of work. If an official is recalled for O.T. duty from residence, such deduction not to be made.

(*ii*) *Lunch-break.*—Actual time taken for lunch-break to be deducted from O.T. duty.

(*iii*) *Late attendance.*—If an employee comes late on the day when put on O.T. duty, the time by which he came late to be deducted in addition to the usual one hour free work.

(*iv*) *Rounding.*—

(*a*) Fraction of half-an-hour to be rounded to next half hour, e.g., if O.T. duty beyond one hour free work is for 2 hrs. 10 minutes, it should be rounded to $2\frac{1}{2}$ hrs.

(*b*) Calculation of OTA for each day to be rounded to the nearest multiple of 5 paise. Total claim for a month to be rounded to the nearest rupee as per general orders.

(*v*) *Maximum limit.*— OTA in a month not to exceed one-third of monthly working hours.

(*vi*) *Other forms of compensation not admissible.*— Compensation like conveyance charges, etc., not admissible in respect of O.T. duty for which OTA is drawn. In case of recall from residence for O.T. duty, Conveyance charges/free conveyance admissible.

(*vii*) *Tour/Temporary transfer.*— OTA admissible for the O.T. duty performed at the place of duty.

III. Operative Staff

Categories of staff identified as such by the concerned Departments, drawing 'pay' as defined in FR 9 (21) (*a*) up to Rs. 2,200 per month*.

Rates.—

Emoluments	Rate of OTA per hour					
	For working days			For Sundays, weekly off days and effective holidays		
	For those with 48 hrs. duty	For those with 44 hrs. duty	For those with 42$\frac{1}{2}$ hrs. duty	For those with 48 hrs. duty	For those with 44 hrs. duty	For those with 42$\frac{1}{2}$ hrs. duty
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Rs.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
Up to 1,200	7.95	8.65	8.95	10.60	11.50	11.45
1,201-1,450	9.55	10.40	10.75	12.75	13.85	14.40
1,451-1,700	11.35	12.35	12.80	15.15	16.50	17.10
1,701-1,950	13.15	14.35	14.85	17.55	19.10	19.80
1,951-2,200	14.95	16.30	16.90	19.95	21.70	22.50
2,201 and above	15.85	17.25	19.90	21.15	23.05	22.85

* Pre-revised pay.

In respect of operative staff whose prescribed hours of weekly duty is less than 48 hours, the proportionate rates with reference to the aforesaid rates for 48 hours have to be prescribed by the concerned Ministries/Departments. The rates given in Columns (3) and (6) above are those prescribed by the Department of Telecommunication and those at Columns (4) and (7) are prescribed by the Departments of Posts and Telecommunication.

IV. Staff Car Drivers—

1. Rates.—

Emoluments	Rate of OTA per hour	
	Up to the first one hour in excess of the prescribed hours of duty	Thereafter
		Rs. P.
Below Rs. 1,451	Nil	9.95

Emoluments	Rate of OTA per hour	
	Up to the first one hour in excess of the prescribed hours of duty	Thereafter
		Rs. P.
Rs. 1,451 and above, but below Rs. 1,701	Nil	11.80
Rs. 1,701 and above, but below Rs. 1,951	Nil	13.70
Rs. 1,951 and above, but below Rs. 2,201	Nil	15.55
Rs. 2,201 and above	Nil	16.50

The above rates are not applicable to Staff Car Drivers working in the Departments of Posts and Telecommunication. For them the rates of OTA as admissible to other categories of staff working in the offices to which they are attached are applicable.

2. Conditions—

(*i*) Total OTA payable to a Driver in a month should not exceed 100 hours.

(*ii*) On Sundays/Holidays, OTA duty should not be for more than 8 hours per day.

(*iii*) On Working days, OTA duty should not be for more than 6 hours a day.

3. When a Driver cannot return to Headquarters the same day and the journey involves absence of at least one night, he will be entitled to draw Daily Allowance, in addition to OTA.

4. As the duties of Drivers are intermittent, no OTA is admissible if they are required to be on duty during lunch interval.

5. When a Driver is detained for duty at odd hours and has hardly any time left to rejoin duty in time after going home and finishing his meals, he may be granted the normal OTA, if the intervening period is less than $1\frac{1}{2}$ hours.—*Rules* 26 *to* 28, *Staff Car Rules*.

V. Casual Employees

Casual employees have been classified into three categories for the purpose of OTA—

	Category	Hourly rate of OTA
(*i*)	Casual employees drawing minimum of wages as notified by the Ministry of Labour or the State Government/UT Administration, whichever is higher.	$\frac{1}{8}$th of the daily wage.

	Category	Hourly rate of OTA
(*ii*)	Casual employees drawing 1/30 of the pay at the minimum of the relevant pay scale + DA for work of 8 hours a day.	Minimum of the relevant pay scale + DA admissible at the rates divided by (30 x 8).
(*iii*)	Casual workers having temporary status.	As admissible for office staff as in Para. II above.

Conditions regarding deduction of one hour as free duty over and above the prescribed hours per day to duty, ceiling on earning of OTA, etc., applicable to regular staff shall equally apply to the casual staff.— *OM. No.* 15011/4/90-*Estt.* (*Allowances*), *dated* 9-6-1994.

5. Fee and Honorarium

[Swamy's — FR & SR, Part - I]

Fee

1. Definition.—Any remuneration for work or service rendered, received by a Government servant from a source other than the Consolidated Fund of India/State/Union Territory is termed as 'Fee'.

Income from the property, dividends, interests on securities, income from literary, cultural, artistic, scientific or technological efforts, participation in sports activities as amateur do not come under the purview of the term 'fee'.

2. Permission necessary.— Government servants should obtain prior permission of the Competent Authority for undertaking the work or service and also for acceptance of fee, i.e., remuneration for such work or service. Failure to obtain such permission would amount to breach of Conduct Rules.

3. Share of the fee payable to Government.—

Fee Received	Share to be credited to Government
Up to Rs. 1,500	Nil.
Above Rs. 1,500	One third of the fee in excess of Rs. 1,500.

Recurring and non-recurring fees should be dealt with separately. The above limit should be applied in each individual case in respect of non-recurring fee and for recurring fee, the limit should be applied to total fee received in a financial year. The Competent Authority may, however, grant permission exempting the employee from payment of share to Government.

4. Items of 'Fees' subject to payment of share to Government—

(*i*) Sale proceeds or royalties on a book which is a mere compilation of Government rules, regulations and procedures. However, requirement of $\frac{1}{3}$rd deduction can be relaxed, with the concurrence of Dept. of Per. & Trg., if certified by Ministry/Department that "such a book is not a mere compilation of Government rules, regulations and procedures but it reveals the author's scholarly study of the subject";

(*ii*) Fees received to perform, with permission, clerical, administrative or technical work of an occasional or casual nature for a private body including a private body engaged in literary, cultural, artistic, scientific, charitable or sports activities as also co-operative societies and other registered societies;

(*iii*) Income received for publishing a book or contributing an article on subjects other than literary, cultural, technological and scientific subjects (including management sciences);

(*iv*) Income received from regular remunerative occupation in the nature of part-time employment, with permission under Rule 15 of Conduct Rules; and

(*v*) Income received for exploitation of a patent taken out without permission.

5. Items of 'Fees' not subject to payment of share to Government.—

1. Scholarship or stipend received during study leave for prosecuting a course of study or receiving specialized training in professional or technical subject.

2. Writing reports, papers or study reports on selected subjects for International Bodies like UNO, UNESCO, etc.

3. Fees received from recognized Universities and other Statutory Bodies, Public Sector Undertakings, etc.

4. Income derived from exploitation of patent for invention taken out with permission.

5. When the work is undertaken by the Government and payment is made to the Government servants assigned for the work.

— *SR.* 12 *and GIO thereunder.*

Honorarium

1. Definition.—Remuneration for special work of an occasional or intermittent character paid to an employee from the Consolidated Fund of India/State/Union Territory.

2. Prior sanction necessary.—Prior sanction of the Competent Authority is necessary before the work is undertaken. Amount of remuneration to be settled in advance.

3. Not admissible.— (*i*) For any temporary increase in work, e.g., due to holding meetings/conferences, etc., or for attending to duties of another post in addition to normal duties.

(*ii*) For work connected with setting up of companies/corporations, etc.

(*iii*) If OTA has been paid for the particular work.

(*iv*) For contribution of articles or broadcast of talks as a part of the normal duties.

4. No share to Government.—Amount of Honorarium sanctioned can be retained in full by the employee and no portion need be credited to Government.

5. Honorarium admissible for specific cases.—

(*i*) *For performing duties of Driver.—*

(*a*)	Group 'D' staff to work as Staff Car Driver	Rs. 4 per day.
(*b*)	Group 'D' staff to work as Despatch Rider/Scooter Driver ...	Rs. 2 per day.

(*ii*) *For work as Gestetner Operator.—*

Group 'D' staff engaged as Gestetner Operator in the absence of regular Gestetner Operator (No special pay is admissible) ...	Re. 1 per day

(*iii*) *For translation.*— From regional language to English/Hindi and vice versa–

(*a*)	For ordinary material	Rs. 40 per thousand words for the version in which translation is rendered.
(*b*)	For technical material (including work of translation of Codes and Manuals)	Rs. 45 per thousands words.

(*iv*) *For part-time Inquiry/Presenting Officers in disciplinary cases:*

Serving Government servants:

Inquiry Officers	A minimum of Rs. 1,000 and a maximum of Rs. 2,000 per inquiry.
Presenting Officers	A minimum of Rs. 500 and a maximum of Rs. 1,000 per inquiry.

Retired Government servants:

Inquiry Officers	A lumpsum remuneration of Rs. 5,000 per Inquiry report with an additional Rs. 1,000 for every additional charged officer where more than one charged officer is involved.

Conditions—

(*i*) The Competent Authority should exercise its utmost care in the matter of grant of honorarium and may do so only in absolutely deserving case.

(*ii*) The number of disciplinary cases should be restricted to 10 cases in a year with not more than 2 cases at a time for serving Government servants. For retired Government servants, it should be restricted to 20 cases in a year and 4 cases at a time.

(*iii*) Before payment is made, all case records and Inquiry report should be handed over to the Disciplinary authority by Inquiry/Presenting Officer.

—*FR* 46, *GIOs thereunder and OM, dated* 29-6-2001.

(*v*) *For delivering lectures in Hindi Workshops.*—

(*a*)	For a guest lecturer/Central Government Officers/Employees, per hour	Rs. 240
(*b*)	Maximum for a lecturer in a workshop	Rs. 2,400
(*c*)	Maximum for all lecturers in one workshop	Rs. 7,200

[G.I., M.H.A. (O.L.), O.M. No. 14034/16/2000-OL (Trg.), dated 19-3-2001.]

6. Cash Handling Allowance to Cashiers

[Swamy's — FR & SR, Part-I]

Power of Sanction.—Ministries and Heads of Department may at their discretion appoint LDCs/UDCs/Assistants to perform the duties of Cashiers. An allowance is admissible to such person at rates given below.

Conditions.— (*i*) The amount of allowance will depend on the average amount of monthly cash *disbursed,* excluding payments by cheques. The amount of receipts should not be taken into account.

(*ii*) The allowance should be reviewed every financial year and sanctioned on the basis of the average amount of disbursements during the previous financial year.

(*iii*) Every official appointed to work as Cashier, unless he is exempted by a Competent Authority, should furnish security of the required amount.

(*iv*) The allowance will be granted from the date of appointment as Cashier or from the date risk is covered through one of the accepted forms of security, whichever is *later*.

(*v*) Only one official should be allowed the allowance in an Office/Department.

(*vi*) The allowance is not admissible to UDC-cum-Cashiers as cash handling is part and parcel of the duties of this post.

Rates of allowance.—The following will be the rates of allowance to be adopted:—

Amount of average monthly cash disbursed	Rate per month Rs.
Up to Rs. 50,000	75
Over Rs. 50,000 and up to Rs. 2,00,000	150
Over Rs. 2,00,000 and up to Rs. 5,00,000	200

Amount of average monthly cash disbursed	Rate per month
Over Rs. 5,00,000 and up to Rs. 10,00,000	250
Over Rs. 10,00,000.	300

— *Appendix*-8, *GIO* (6)

7. Special Allowance to Group 'D' Staff assisting Cashiers in bringing cash from Banks

[Swamy's — FR & SR, Part-I]

Group 'D' Staff assisting Cashier by going to the Bank for depositing or bringing cash is eligible for the grant of a Special Allowance of Rs. 30 per month.

Conditions

1. There should be only one Cashier in the office and he should be in receipt of Cash Handling Allowance.
2. A single Group 'D' official should be attached to the Cashier.
3. The Group 'D' employee should be authorized as a regular measure to go alone to the Banks for depositing or bringing small amounts of money, say, about Rs. 250 or so.
4. The Group 'D' employee concerned should be required to give nominal security or fidelity bond for an amount equal to that he is authorized to handle.—*Appx*. 8, *GIO* (10).

8. Non-Practising Allowance

[Swamy's — FR & SR, Part-I]

Non-Practising Allowance.—Admissible to Central Health Service Officers and Veterinary Doctors at 25% of their basic pay subject to the condition that pay *plus* NPA does not exceed Rs. 29,500 p.m. In the case of NPA to Veterinary Doctors, the allowance will be admissible only in respect of Veterinary Doctors registered with Veterinary Council of India. The allowance will count as "Pay" for all service benefits.— *FR* 9 (21), *GIOs* (2) *and* (3).

9. Conveyance Hire for local journeys

[Swamy's — FR & SR, Part-II]

1. Actual conveyance charges for journeys performed in public interest is reimbursable as under—

Gazetted employees:

(*i*) The place visited should be within the municipal limits of the city in which his headquarter is situated.

(*ii*) A Staff Car was not available for the journey. The Controlling Officer should certify to this effect.

Non-Gazetted employees:

(*i*) When despatched to a place at some distance from his office within the municipal limits of the city in which his office is situated; or

(*ii*) If summoned to office outside the ordinary hours of duty by special order of a Gazetted Officer.

If T.A. is admissible for such a journey, the Gazetted/non-Gazetted employee may claim either reimbursement of conveyance hire or T.A.

2. General Conditions:

(*i*) The total amount of conveyance hire reimbursed in any one month should not exceed Rs. 150 per individual.

(*ii*) The charges reimbursable will be the fare by bus, local train or a combination of them, if the places visited are connected by any or a combination of these public conveyances. If, on such routes, any other conveyance is used, reimbursement will be on a certificate that hiring of such a conveyance was necessary in public interest/due to urgency of the work.

(*iii*) Reimbursement of conveyance hire will be in accordance with the scheduled scale of charges, for the conveyance used.

(*iv*) If own conveyance is used, reimbursement is admissible at the rate of mileage allowance under the T.A. Rules.

(*v*) Not admissible when the official is granted any compensatory leave or special remuneration for the duty performed.

(*vi*) Admissible in addition to OTA, when recalled from his residence to perform overtime work.

(*vii*) Group 'A' Officers are eligible for taxi/scooter/bus fare while those of Groups 'B', 'C' and 'D' are entitled for scooter/bus fare.

3. 'Local Journey'.— *Definition:* 'Local journey' means journey within the municipal limits or city in which the duty point is located. It includes journeys performed within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the town or city in which the duty point is located. Journeys within the limits of an urban agglomeration within which a Government servant's headquarters are located are also treated as 'local journeys'—*SR* 71, *GIO* (2).

4. Competent Authority.—Ministries/Departments of the Government of India and the Heads of Departments for Gazetted Officers, and Heads of Offices for others.— *SR* 89, *GIO* (1).

10. Conveyance Allowance

[Swamy's — FR & SR, Part-II]

When admissible.— Conveyance allowance is admissible to an employee who is required to travel extensively at or within a short distance from his headquarters but cannot claim Travelling Allowance. For grant of the allowance—

1. The average monthly travelling on duty should exceed 200 km.

2. Journeys between residence and normal place of work will not be included.

3. Journeys on foot or by bicycle will not qualify.

Initial fixation.—1. The employee concerned should maintain for at least three months a log-book of journeys on duty qualifying for the allowance. The log-book should contain the details regarding place(s) visited, distance covered, purpose of visit, and mode of conveyance used. The sanctioning authority after scrutinizing the log-book may sanction the allowance at the appropriate rate from the date the log-book is maintained or from later date.

2. Only journeys within 16 km of the place of work in the employee's jurisdiction at the headquarters should be recorded.

3. The allowance will be determined for specific post(s) on the basis of "controlled travelling" and the incumbent of the post will draw the allowance.

4. The condition of maintaining log-books may be waived for officials whose nature of duties requires maintenance of a Car; but in such cases the allowance will be at the lowest rates prescribed in Column (2) of the table below. Claim for a higher rate should be supported by the log-book as above.

5. Conveyance Allowance at the rates in Column (2) of the table below is not admissible to officers drawing pay less than Rs. 2,800 p.m. (*pre-revised scale.*)

Rates of allowance

Average monthly travel on official duty (1)	Rates per month for Journey by	
	Own Motor Car (2)	Other Conveyance (3)
	Rs.	Rs.
201-300 kilometres	560	185
301-450 kilometres	840	240
451-600 kilometres	1,035	320
601-800 kilometres	1,215	375
Above 800 kilometres	1,500	425

Periods during which conveyance allowance is not admissible

1. Joining time, leave and any period of temporary transfer including holidays prefixed/suffixed to leave.

2. Period(s) of tour, temporary duty, etc., for 15 days or more.

3. In the case of officials owning a motor car, during any period exceeding 15 days—

(*i*) When the official does not maintain a car; or

(*ii*) When the car maintained by him is not used due to disorder or any other reason.

Review.—Allowance will be granted for a period not exceeding two years at a time and its continuance should be reviewed at the end of each such period. The procedure for review will be as for the initial grant.— *SR* 25, *GIO* (1).

11. Conveyance Allowance to Medical Officers

[Swamy's — FR & SR, Part-II]

1. Conveyance Allowance is admissible to the following officers who belong to both Central Health Service and non-CHS for (1) visiting the hospital outside the duty hours; (2) visiting the patients at their residences; and (3) performing other official duties:—

(*a*) Medical (including Dental) Officers;

(*b*) General Duty Officers; and

(*c*) Specialists.

2. Rates of Conveyance Allowance:

	Mode of Conveyance	Maximum per month	Minimum per month
		Rs.	Rs.
(*i*)	For those who maintain their own motor car	1,650	80
(*ii*)	For those who maintain scooter/motor cycle	540	40
(*iii*)	For those who do not maintain either car or motor cycle/scooter	450	30

3. General conditions.—(*i*) No Conveyance Allowance will be admissible during joining time, leave or any period of temporary transfer.

(*ii*) No Daily Allowance or Mileage Allowance will be admissible for journeys within 8 km radius, or beyond 8 km radius but within city/municipal limits.

(*iii*) The officer should pay on an average (computed for 3 months) minimum 20 visits outside his normal duty hours in a month to become entitled for respective rates of maximum amount of Conveyance Allowance given against Items (*i*), (*ii*) or (*iii*) in Para. 2 above.

(*iv*) If the average number of such visits is less than 20 in a month but not below 6, proportionate reduction will be made from the respective rate of maximum amount of Conveyance Allowance subject to corresponding minimum rate as given in Para. 2.

(*v*) If the average number of visits falls below 6 in a month, the officer is not entitled for any Conveyance Allowance.

(*vi*) If the conveyance is not maintained or not used for official journeys/hospital visits for more than 15 days at a time in a month, the officer is entitled to proportionate rate of Conveyance Allowance as given against Item (*iii*) in Para. 2 for that period.

(*vii*) Every officer claiming Conveyance Allowance is required to furnish a certificate along with the monthly pay bill to the effect that he is drawing Conveyance Allowance in fulfilment of the conditions laid down for the drawal of same.

(*viii*) All those officers who draw at the minimum rates of Conveyance Allowance and also those who do not use their own conveyance have to furnish a certificate along with the monthly pay bill to the effect that the transport expenditure incurred in connection with official duty/visit is not less than the amount claimed.—*Appendix*-6.

12. Treatment of special pay drawn on passing JAO (Civil), Part-II examination for purposes of promotion

[Swamy's — FR & SR, Part-I]

Special pay (*Rs.* 80 *and Rs.* 140 *p.m.*) allowed to JAO (Civil) (Part-II) passed candidates would count as pay for the purpose of fixation of pay on promotion as Junior Accounts Officers.

Special pay would count for purpose of fixation of pay on initial fixation of pay on promotion and also for subsequent fixation of pay under FR 22 (1) (*a*) (1) from the date of accrual of next increment in the lower scale, i.e., it may be taken into account at both stages (*i*) date of promotion and (*ii*) Refixation of pay from the date of increment in the lower post.—*Appendix* 8, *GIO* (12)

13. Machine Allowance to the staff working on the Multipurpose Counter Machines

[Swamy's — FR & SR, Part-I]

Staff who are brought on duty to actually work on the multi-purpose counter machine will be entitled to Rs. 100 per month as machine allowance.—*Appendix* 8, *GIO* (9)

14. Grant of special pay to the JAO Examination qualified candidates in the Department of Posts

[Swamy's — FR & SR, Part-I]

Candidates who qualify in the Departmental Examination for promotion to the grade of Junior Accounts Officer and are awaiting promotion and continue to be in the time scale of the existing post are entitled to special pay of Rs. 80 per month for the first year of waiting and Rs. 140 per month thereafter.—*Appendix* 8, *GIO* (18).

8

Children's Educational Assistance

[Swamy's — Children's Educational Assistance]

1. General Conditions

General conditions governing the grant of (1) Children's Educational Allowance, (2) Reimbursement of Tuition Fees, and (3) Hostel Subsidy.

Scope.—Applicable to all Central Government servants without any pay-limit including State Government servants on deputation to Central Government, industrial employees of Central Government and Civilian employees paid from Defence Estimates; also applicable to Government servants on deputation to State Governments or on foreign service, if provisions are made in the terms of deputation or foreign service.

Not applicable to Defence Personnel, Railway servants, persons employed on contract, *ad hoc,* casual and part-time employees, persons paid from contingencies and India-based staff serving in Missions abroad and receiving educational assistance under the provisions of Indian Foreign Service Rules.— *Order* 2.

"Child" means employee's child (including step/adopted child) wholly dependent on the Government servant.— *Order* 3.

Recognized School.—The assistance is admissible only if the children study in a recognized school.— *Order* 4.

If both husband and wife employed.—If both are Central Government servants, assistance will be admissible to one of them only. If the husband or wife is employed outside the Central Government, the assistance is admissible only if that spouse is not entitled to the benefit from his/her employer and a declaration to that effect is furnished by the official.— *Order* 5 (1) & (2).

Age of child for admissibility.—Between the age-limits of 5 and 20 years; but admissible in respect of a child up to the end of the academic session even if he completes 20 years (18 years in the case of CEA Scheme administered by the Ministry of External Affairs) half-way through the academic session.— *Order 7 and GID thereunder.*

Child studying in the same class.—Not admissible for a child for more than two academic years in the same class.— *Order* 7.

School Attendance.—Admissible only if the child attends the school regularly. Not admissible for the period of absence from school without proper leave, if it exceeds one month even if the name remains on the roll.—*Order* 9.

Children in receipt of scholarship.—Admissible also for children who are in receipt of scholarship, but if freeship is awarded, the amount of Tuition Fee/Hostel Subsidy will be limited to the extent of fees actually paid.—*Order* 10.

During leave/suspension, etc.—Admissible while on duty or on leave (including extraordinary leave) or under suspension. Not admissible for the period treated as *dies non.*— *Order* 6 (1).

Retirement/Resignation, etc.—If a Government servant ceases to be in service in the course of an academic year due to resignation/retirement/ discharge/dismissal/removal, the assistance will be admissible till the end of the academic year in which the event takes place.

However, in the case of death of the Government servant, the CEA/RTF/reimbursement of Hostel Subsidy will be admissible in respect of the children even after the academic year subject to observance of other conditions for its grant, if the spouse of the deceased is not employed in Central/ State Government, Autonomous Body/PSU/Semi-Government Organization such as Municipality, Port Trust Authority or any other organization partly or fully funded by the Central/State Governments.— *Rule* 6 (2) *and* (3).

Maximum limit.—The number of children for whom the CEA/RTF/Hostel Subsidy is drawn at a time should not exceed three in respect of children born up to 31-12-1987 and two in respect of children born thereafter.— *Order* 8.

Same child eligible for more than one assistance.—Subject to eligibility, both reimbursement of Tuition Fee and Hostel Subsidy can be drawn in respect of one and the same child. If Children Educational Allowance is drawn for any child, reimbursement of tuition fee or payment of hostel subsidy will not be admissible for that child.— *Orders* 18 *and* 24.

2. Children's Educational Allowance

General conditions.— *See* Subject 1.

Rate of Allowance.— Rs. 100 per month per child for Classes I to XII.— *Order* 16.

When admissible.—

(*a*) When a Government servant is compelled to send his child/children to a school away from that station at which he is posted and/or residing owing to the absence of a school of the requisite standard at that station.— *Order* 11 (1).

(*b*) When the nearest school of the requisite standard is so situated that there is no convenient train or bus service to take the child from his residence near the time of the opening of the school and bring him back not too long after the school is closed; and the train/bus journey takes more than an hour.— *Order* 12.

On transfer of the Government servant.— On the transfer of a Government servant from a place where there is no school of the requisite standard to a place having such a school, he can continue to draw the allowance as long as the child continues to study in the same school.— *Order* 13.

Schools not deemed to be "schools of the requisite standard".—

(*a*) For an Anglo-Indian child, a school not run by the Anglo-Indian Community or a school not affiliated to the Council for Indian School Certificate Examination of the Indian Council of Secondary Education.

(*b*) A school run by the Body of a religious persuasion which the child is prevented by the tenets of his religious persuasion from attending due to religious instructions being compulsorily imparted in that school.

(*c*) A school where teaching is conducted in a language different from that of the child. ("Language of the child" means the medium of instruction in the school in which the child was studying earlier and for a child who is admitted for the first time, its mother tongue by birth or by adoption).— *Order* 11 (2).

Denial of admission to a school of the requisite standard in an employee's place of posting/residence, for want of a vacancy or for any other reason shall be regarded as absence of a school of the requisite standard at that station.— *Order* 14.

Period during which the allowance is admissible.—Throughout the year including vacation. For a child successful at the final Secondary/Higher Secondary/Senior Secondary examination, the allowance is admissible up to the end of the month for which the school fees were charged or up to the end of the month in which the examination is completed, whichever is later. In the case of a child failing in the final examination but resumes his/her studies, the allowance is admissible for the vacation period intervening, if fees are paid for the period of vacation.— *Order* 17 (1) *to* (3).

The allowance will be admissible during any period not exceeding four months when—

(*a*) the employee goes and stays with the concerned child/children while on leave/suspension/temporary transfer;

(*b*) the child comes to live with the employee if it is certified by a Registered Medical Practitioner that the child is forced to remain away from studies due to illness;

(*c*) the child comes to live with the employee during vacation, provided the child continues to be on the rolls of the school.— *Order* 15.

Special concession to those transferred to N-E Region, etc.— [*See* Section 23.]

Income tax.—CEA is exempted from Income tax, up to a maximum of two children up to the limit prescribed by CBDT.

3. Reimbursement of Tuition Fees

General conditions.— *See* Subject 1.

Not admissible.—In respect of a child for whom Children's Educational Allowance is drawn.— *Order* 18.

Amount reimbursable.—Tuition Fees payable and actually paid for each child of—

Classes			Subject to a maximum of	
I to X	...	...	Rs. 40 p.m.	per child.
XI and XII	...	...	Rs. 50 p.m.	
Classes I to XII in respect of physically handicapped/mentally retarded children			Rs. 100 p.m.	

Science Fee up to the limit of Rs. 10 p.m. will be reimbursable in addition to the Tuition Fee in respect of children offering Science subjects in Classes IX to XII.— *Order* 19.

Tuition fee includes—

(*a*) Science fee or laboratory fee in case Science fee is not separately charged.

(*b*) Special fee charged for Agriculture as an elective additional subject.

(*c*) Any fee charged for subjects like Music taught as part of the regular curriculum or subject requiring practical work under the programme of work experience.— *Order* 3 (*h*).

Tuition Fee does not include— (*a*) Domestic Science fund charges; (*b*) Library fee; (*c*) Games fee; (*d*) Admission fee; and (*e*) Extra curricular activity fees.

If Tuition Fee charged for a Science student is higher than that charged for a non-Science Student, Science fee, though separately charged, shall not be reimbursed.—*Order* 3 (*h*).

Polytechnic and University.—The Tuition Fee charged by a College run by a University or affiliated to a University for the following classes will be reimbursed but restricted to the rates prescribed by Government Colleges for corresponding classes:—

(*a*) Pre-University;

(*b*) First year class of an Intermediate College/Technical College/Polytechnic/Correspondence course.

Two-year Diploma Course.—The reimbursement of Tuition Fee will be admissible for the 1st and 2nd year classes of a Two-Year Diploma Course in Polytechnics in cases where the minimum qualification for admission to the course is X Standard of the revised pattern of education.— *Order* 20.

Special provision for handicapped children.— The maximum of Rs. 100 p.m. per child is applicable even if the institution in which the child is studying is not recognized by the Central/State Government/Union Territory Administration. If, however, the fees charged are also approved by the Central/State Government/Union Territory Administration, then the fees payable and actually paid will be reimbursed.— *Order* 21, *GID* (2).

Income tax.—The amount received as reimbursement of Tuition fee is liable for income tax under the head ''Salaries''.

4. Hostel Subsidy

General conditions.— *See* Subject 1.

When admissible.— When the employee is obliged to keep his children, because of transfer, in the hostel of a residential school away from the station at which he is posted and/or resides. If the children are already admitted to the hostel of a residential school, Hostel Subsidy will be admissible from the effective date of the employee's transfer.

Rate.—Rs. 300 p.m. per child.

Payable up to 10 *plus* 2 stage, where the pattern of 10 + 2 + 3 exists and up to Higher Secondary/Senior Secondary stage in other places, whether the children study in Kendriya Vidyalaya or any other recognized school.—*Orders* 22 and 23.

Not admissible.—For a child to whom Children's Educational Allowance is drawn.— *Order* 24.

Special concession to those transferred to N-E Region, etc.—[*See* Section 23.]

Income tax.— Hostel Subsidy up to a maximum of two children is exempt from tax up to the limit prescribed by CBDT.

5. Journey fare for children studying at outstations

Scope.—Applicable to all Central Government Civilian employees, State Government employees on deputation to Central Government, Industrial/ Work-charged employees on regular establishment posted in India. Not applicable to persons employed in Railways, Armed Forces, India Based Staff serving in Missions abroad, and part-time/contingent employees.

Admissible.—To legitimate children/stepchildren/adopted children, who are studying in a recognized educational institution at a place in India away from the residence of the Government servant or his family. Not admissible if the children reside at the same place as the family is residing.

Entitlement.— Once in a calendar year during vacation declared by the institution in which the child is studying for journeys from the place of study to the employee's headquarters and back. The concession is not admissible if the child does not return to the institution after the vacation.

Concession.— Reimbursement of the fare by rail restricted to Second Class fare at student's concessional rate from the Railway Station nearest to the place where the child is studying to the Railway Station nearest to the employee's headquarters by the shortest route and back. If these stations are not connected by rail, the reimbursement will be restricted to the fare for journey by ordinary bus/lowest class by ship/steamer.

When both husband and wife are Central Government servants.— Only one of them is eligible for the concession.

During transfer.—The Government servant may either avail of the concession under this scheme or claim for the children the T.A. admissible on transfer for outward journey. If the concession under this scheme is availed of, a certificate to the effect that no T.A. claim will be preferred for the same child in his Transfer T.A. bill should be furnished by the Government servant.

Time-limit.—The claim should be preferred in the prescribed form within three months of the completion of the return journey along with the required certificate from the educational institution concerned. Otherwise, the claim will be forfeited.—*Section* 4, *Order* 5 (6).

9

Leave Rules

[Swamy's — FR & SR, Part - III]

1. General Principles

1. Leave cannot be claimed as a matter of right.— *Rule* 7 (1).

2. The leave sanctioning authority may refuse or revoke leave of any kind, but cannot alter the kind of leave due and applied for.— *Rule* 7 (2).

3. Leave of one kind taken earlier may be converted into leave of a different kind at a later date at the request of the official and at the discretion of the authority who granted the leave. For example, extraordinary leave may be retrospectively converted into leave not due and earned leave into half pay leave or earned leave on MC into commuted leave, as the case may be. The Government servant should apply for such conversion within thirty days of completion of the relevant spell of leave. This, however, cannot be claimed as a matter of right by the official.— *Rule* 10 (*i*) *and Proviso.*

4. Conversion of one kind of leave into leave of a different kind is permissible only when applied for by the official while in service and not after quitting service.— *Rule* 10, *GID.*

5. Leave sanctioning authority may commute retrospectively periods of absence without leave into Extraordinary leave.— *Rule* 32 (6).

6. No leave of any kind can be granted for a continuous period exceeding five years except with the sanction of the President.— *Rule* 12.

7. An official on leave should not take up any service or employment elsewhere without obtaining prior sanction of the Competent Authority.— *Rule* 13.

8. *Grant of Leave on Medical grounds.*— Government servant (Gazetted or Non-Gazetted)—(1) who is a CGHS beneficiary and residing within the limits of CGHS at the time of illness should produce medical certificate/fitness certificate from a CGHS doctor or a Government Hospital.

(2) who is not a CGHS beneficiary and CGHS beneficiaries who proceed outside the Headquarter on duty, leave, etc., should produce the certificate from AMA, and in such cases, a Non-Gazetted Government servant may produce certificate from RMP if there is no AMA available within a radius of 8 kms. of his residence.—*Rule* 19 (1) *and GID* (4).

(3) Where a non-Gazetted Government servant finds it difficult to obtain MC/FC from CGHS/AMA, the leave sanctioning authority may consider grant of leave on the basis of the certificate from an RMP after taking into account the circumstances of the case.—*Rule* 19 (1), *GID* (4) *thereunder*.

9. Leave sanctioning authority may secure second medical opinion, if considered necessary.— *Rule* 19 (3).

10. A Government servant who is on leave on medical certificate will be permitted to return to duty only on production of a medical certificate of fitness from the AMA/CGHS Doctor/Registered Medical Practitioner, as the case may be.— *Rule* 24 (3) *and Rule* 19, *GID* (4).

11. Overstayal of leave without proper sanction, will be debited against the HPL account of the Government servant to the extent HPL is due and the excess treated as EOL. No leave salary is admissible for the entire period of overstayal and the period of such overstayal will not count for increment, leave and pension.— *Rule* 25 (1) and *Audit Instruction.*

12. Wilful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action.— *Rule* 25 (2).

13. Absence without leave not in continuation of any authorized leave will constitute an interruption of service unless it is regularized.—*Audit Instruction under Rule* 25 (1).

2. Earned Leave

1. *Credit.*— Credit will be afforded in advance at a uniform rate of 15 days on the 1st of January and 1st of July every year. The credit to be afforded will be reduced by $\frac{1}{10}$th of extraordinary leave availed and/or period of *dies non* during the previous half-year, subject to a maximum of 15 days and to the extent of such credit only.— *Rules* 26 (1) *and* 27 (3) *and GID* (2).

2. *Accumulation.*— Earned leave can be accumulated up to 300 days (including the number of days for which encashment has been allowed along with LTC).—*Rule* 26 (1) *and Notification, dated* 18-4-2002.

3. While limiting the maximum of 300 days, where the balance at credit is 286-300 days, further advance credit of 15 days on 1st January/1st July will be kept separately and set off against the EL availed of during that half-year ending 30th June/31st December. However, if the leave availed is less than 15 days, the remainder will be credited to the leave account subject to the ceiling of 300 days at the close of that half-year.— *Rule* 26, *GID* (2) (*c*).

4. The credit for the half-year in which a Government servant is appointed will be afforded at the rate of $2\frac{1}{2}$ days for each completed calendar month of service which he is likely to render in the calendar half-year in which he is appointed.— *Rule* 27 (1).

5. The credit for the half-year in which a Government servant is due to retire or resigns from the service will be afforded at the rate of $2\frac{1}{2}$ days for each completed calendar month in that half-year up to the date of retirement/resignation.— *Rule* 27 (2) (*a*).

6. The credit for the half-year in which a Government servant is removed/dismissed from service or dies in service, will be afforded at the rate of $2\frac{1}{2}$ days per completed calendar month up to the end of the calendar month

preceding the calendar month in which he is removed/dismissed/ dies.— *Rule* 27 (2) (*b*).

7. If a Government servant retires/resigns/is removed/is dismissed/dies in the middle of a calendar year, the earned leave credited should be reduced at the rate of $\frac{1}{10}$th of any extraordinary leave taken in that half-year and the leave account regularized. —*Rule* 27, *GID* (1).

8. While affording credit, fraction of a day should be rounded off to the nearest day, e.g. $7\frac{1}{2}$ days to be rounded as 8 days.— *Rule* 27 (4).

9. *E.L. on account of Unavailed Joining Time.*— Unavailed joined time i.e., the number of days admissible (subject to a maximum of 15 days) reduced by the actual number of days availed, shall be credited to the earned leave account subject to the following conditions:—

(*a*) The Government servant is ordered to join the new post without availing full admissible joining time; or

He proceeds alone to the new place and joins the post without availing full joining time and takes his family later within the permissible time for claiming travelling allowance for the family.— *Rule* 26.

(*b*) The credit of earned leave *plus* the unavailed joining time credited should not exceed 300 days (including the number of days for which encashment has been allowed along with LTC).— *Rule* 26 (1) (*a*) (*ii*) *and notification, dated* 18-4-2002.

(*c*) The concession of showing advance credit separately in the leave account is not applicable.— *Rule* 26, *GID* (3).

10. One day joining time admissible for transfer within the same station, if not availed, cannot be credited to the EL Account.

11. Earned leave can be availed up to 180 days at a time.— *Rule* 26 (2).

Exception:

(*a*) Earned leave exceeding 180 days but not exceeding 240 days at a time may be granted to Group 'A' and Group 'B' Officers, if at least the quantum of leave in excess of 180 days is spent outside India, Bangladesh, Bhutan, Burma, Sri Lanka, Nepal and Pakistan.— *Rule* 26 (3).

(*b*) Earned leave may be taken at a time up to 300 days as leave preparatory to retirement.— *Rule* 38 (1) *and GID.*

3. Half Pay Leave

1. Up to 31-12-85.— Calculated at 20 days for each completed year of service. Service includes periods of duty and leave including extraordinary leave with or without MC, but does not include periods of suspension treated as *dies non,* overstayal of leave/joining time unless otherwise regularized.

2. From 1-1-1986, half pay leave is credited in advance at the rate of 10 days on the 1st of January and 1st of July every year. The advance credit for the half-year in which a Government servant is appointed will be at the rate of

5/3 days for each completed calendar month of service he is likely to render in the half-year in which he is appointed.

3. The half pay leave to be credited every half-year will be reduced at the rate of one-eighteenth of the period of *dies non*/suspension treated as *dies non*, during the preceding half-year, subject to a maximum of ten days.

4. The credit for the half-year in which a Government servant is due to retire/resigns will be afforded at the rate of 5/3 days for each completed calendar month of service in that half-year up to the date of retirement/resignation.

5. The credit for the half-year in which a Government servant is removed/dismissed from service or dies in service will be afforded at the rate of 5/3 days per completed calendar month up to the end of the calendar month preceding the last calendar month of service.—*Rule* 29 (2).

6. Half pay leave can be availed either with or without medical certificate.— *Rule* 29 (4).

7. The grant of half pay leave to a temporary official is subject to the sanctioning authority satisfying himself that the official will return to duty after its expiry. This condition is not applicable where such official is declared completely and permanently incapacitated for further service.— *Proviso to Rule* 29.

8. While affording credit, fraction shall be rounded off to the nearest day.— *Rule* 29 (5).

4. Commuted Leave

1. Commuted leave not exceeding half the amount of half pay leave due can be taken on medical certificate.— *Rule* 30 (1).

2. Commuted leave can be taken without medical certificate—

(*a*) up to a maximum of 90 days in the entire service if utilized for an approval course of study certified to be in public interest.— *Rule* 30 (1-A).

(*b*) up to a maximum of 60 days by a female Government servant if it is in continuation of maternity leave.— *Rule* 43 (4).

(*c*) up to a maximum of 60 days by a female Government servant with less than two living children if she adopts a child less than one year old— *Rule* 43-*B*.

3. Commuted leave can be granted only when the leave sanctioning authority is satisfied that there is a reasonable prospect of the Government servant returning to duty on its expiry. So it cannot be granted as leave preparatory to retirement.— *Rule* 30 (1) (*a*).

4. If commuted leave is taken, twice the number of days availed should be debited in the half pay leave account.— *Rule* 30 (1) (*d*).

5. Where a Government servant granted commuted leave quits service voluntarily without returning to duty, the commuted leave shall be treated as half pay leave and the excess leave salary recovered. If the retirement is by

reason of ill-health incapacitating him for further service or in the event of death, recovery should not be made.— *Rule* 30 (2).

6. Commuted leave may be granted at the request of the Government servant even when earned leave is available.— *Note below Rule* 30.

5. Leave Not Due

1. Leave Not Due may be granted to a permanent Government servant with no half pay leave at credit.

2. Temporary officials with minimum of one year's service and suffering from TB, Leprosy, Cancer or Mental illness may also be granted LND if the post from which the official proceeds on leave is likely to last till his return.— *Rule* 31 (1-A).

3. It is granted on medical certificate (Exception : 4 below) if the leave sanctioning authority is satisfied that there is a reasonable prospect of the Government servant returning to duty on its expiry.— *Rule* 31 (1).

4. It may be granted without medical certificate—

(*a*) in continuation of maternity leave.— *Rule* 43 (4).

(*b*) to a female Government servant with less than two living children on adoption of a child less than a year old.— *Rule* 43-*B*.

5. The amount of leave should be limited to the half pay leave that the Government servant is likely to earn subsequently.— *Rule* 31 (1) (*b*).

6. LND during the entire service is limited to a maximum of 360 days.— *Rule* 31 (1).

7. LND will be debited against the half pay leave that the Government servant earns subsequently.—*Rule* 31 (1) (*c*).

8. It cannot be granted in the case of 'Leave preparatory to retirement'.— *Rule* 31 (1).

9. When a Government servant granted leave not due resigns from service or is permitted to retire voluntarily without returning to duty, the leave not due should be cancelled. The resignation or retirement will take effect from the date on which such leave had commenced and the leave salary should be recovered.— *Rule* 31 (2) (*a*).

10. Where a Government servant, who having availed himself of Leave Not Due, returns to duty but resigns or retires from service before he has earned such leave, he shall be liable to refund the leave salary to the extent the leave has not been earned subsequently.— *Rule* 31 (2) (*b*).

11. In cases of 9 and 10 above, leave salary will not be recovered if the retirement is due to ill-health, incapacitating the Government servant for further service or in the event of death or is retired prematurely under FR 56 (*j*) or FR 56 (*l*) or Rule 48 (1) (*b*), CCS (Pension) Rules.— *Proviso to Rule* 31 (2).

12. It can be granted to an officer whose leave account shows a debit balance in consequence of the grant of LND on a previous occasion.—*A.G.'s Decision under Rule* 31.

6. Extraordinary Leave

Extraordinary leave is granted to a Government servant—

(*a*) when no other leave is admissible;

(*b*) when other leave is admissible, but the Government servant applies in writing for extraordinary leave.— *Rule* 32 (1).

Extraordinary leave cannot be availed concurrently during the notice period, when going on voluntary retirement.— *Rule* 32, *GID* (2).

Limit.—1. No leave of any kind can be granted to a Government servant for a continuous period exceeding five years. Subject to this limitation, any amount of EOL may be sanctioned to a permanent Government servant.— *Rule* 12.

2. For temporary officials, the limit on any one occasion is—

(*a*) *All Officials*.— Up to 3 months with or without medical certificate.— *Rule* 32 (2) (*a*).

(*b*) *Officials with a minimum of one year continuous service*.—Up to 6 months with medical certificate for common ailments.— *Rule* 32 (2) (*b*).

Up to 18 months with medical certificate for Cancer, mental illness, pulmonary tuberculosis or pleurisy of tubercular origin, tuberculosis of any part of the body and leprosy.— *Rule* 32 (2) (*d*).

(*c*) *Officials with three or more years' continuous service*.—Up to 24 months, where the leave is required for the purpose of prosecuting studies certified to be in public interest.— *Rule* 32 (2) *(e)*.

(*d*) *Officials belonging to Scheduled Castes/Scheduled Tribes*.— Heads of Departments may grant leave exceeding three months for attending the pre-examination training course at the centres notified by the Government from time to time.— *Rule* 32 (4).

3. Two spells of extraordinary leave, intervened by any other kind of leave, should be treated as one continuous spell for the purpose of applying the maximum limit.— *Rule* 32 (5).

4. EOL may also be granted to regularize periods of absence without leave retrospectively.— *Rule* 32 (6).

7. Leave Entitlements for Vacation Department Staff

1. The leave entitlements of employees of Vacation Departments (i.e., departments where regular vacations are allowed during which those serving in them are permitted to be absent from duty) are the same as those serving in non-Vacation Departments except in respect of 'earned leave'.

2. No earned leave will be admissible to a Government servant of a Vacation Department in any year in which he avails of the full vacation.— *Rule* 28 (2).

3. If, in any year, he does not avail himself of any vacation or is prevented from enjoying more than 15 days of vacation, earned leave will be admissible to him for that year as to an employee of a non-Vacation Department.— *Proviso to Rule* 28 (3) (*b*).

4. If, in any year, he avails of only a portion of the vacation, he will be entitled to earned leave in such proportion of 30 days, as the number of days of vacation not taken bears to the full vacation. This proportionate 'earned leave' is not admissible to temporary employees for the first year of their service.— *Rule* 28 (3) (*a*).

5. 'Year' means twelve months of actual duty and not 'calendar year'.

6. The non-availing of vacation should be due to a general or a special order of a higher authority asking him to forgo the vacation.—*Rule* 28 (3) (*b*), *Note* (1).

7. In addition to 'earned leave' as in Paras. 2 to 4 above, the leave account of a Teacher, Principal, Headmaster, Librarian, Laboratory Assistant or a Waterman working in a School will be credited with 5 days of 'earned leave' on the 1st of January and July every year. The credit to be afforded will be reduced by $\frac{1}{30}$ th of any period of extraordinary leave and/or *dies non* during the previous half-year subject to a maximum of 5 days. When a person is appointed or has ceased to be in service, the credit for that half-year will be allowed at $\frac{5}{6}$ th day for each completed month of service likely to be rendered/ rendered in that half-year.— *Rule* 28 (1) *and Note* (3).

8. No half pay leave will be admissible to the following categories of employees working in Schools from the date indicated against each:—

(*i*) Teachers, Principals, Headmasters — from 1-9-1981.

(*ii*) Librarians, Laboratory Assistants, Watermen—from 28-7-1984.

9. Vacation can be combined with any kind of leave; but the duration of vacation and earned leave combined should not exceed 180 days (or 240 days, as the case may be) at a time.— *Rule* 28 (4).

10. Vacation can be combined with casual leave.— *Rule* 28, *GID* (3).

11. The facility of crediting unavailed portion of joining time under Rule 26 (1) (*a*) (*ii*) is also admissible to persons serving in Vacation Departments.—*Note below Rule* 28 (5).

8. Maternity Leave

1. Admissible to married/unmarried female employees during—

(*a*) *Pregnancy*: 135 days.—Admissible only to employees with less than two surviving children.— *Rule* 43 (1).

(*b*) *Miscarriage/abortion* (*induced or otherwise*): Total of 45 days in the entire service excluding any such leave taken prior to 16-6-1994.

Admissible irrespective of number of surviving children. Application should be supported by a certificate from a Registered Medical Practitioner for NGOs and from AMA for GOs.—*Rule* 43 (3).

2. The leave is not debited to the leave account.— *Rule* 43 (5).

3. It is granted on full pay.— *Rule* 43 (2).

4. It may be combined with leave of any other kind.— *Rule* 43 (4).

5. Any leave (including commuted leave up to 60 days and leave not due) may be taken without medical certificate up to one year in continuation.— *Rule* 43 (4).

6. Counts as service for increments.— *FR* 26 (*b*).

7. Counts as service for pension.— *Rule* 21 *of CCS* (*Pension*) *Rules.*

8. In the case of officials to whom the provisions of Employees' State Insurance Act apply, the leave salary will be reduced by the benefit admissible under the Act for the corresponding period.— *Note below Rule* 43 (2).

9. Not admissible for 'threatened abortion'.— *Rule* 43, *GID* (4).

9. Paternity Leave

Eligibility. Male Government servant with less than two surviving children. Apprentices are also eligible.

Duration: Fifteen days during wife's confinement.

Leave Salary. Equal to last pay drawn.

Not to be debited to the leave account. May be combined with any other kind of leave except casual leave.

Not to be refused normally.

To be applied up to fifteen days before or up to six months from date of delivery.— *Rule* 43-*A*.

10. Special Disability Leave

1. Admissible to all employees—

(*a*) When disabled by injury intentionally or accidentally inflicted or caused in, or in consequence of the due performance of official duties or in consequence of official position.

(*b*) When disabled by illness incurred in the performance of any particular duty, which has the effect of increasing liability to illness or injury beyond the ordinary risk attaching to the civil post held, under the same conditions.

2. The disability, under 1 (*a*) above, should have manifested within three months of the occurrence to which it is attributed and the person disabled had acted with due promptitude in bringing it to notice. The leave sanctioning authority, if satisfied as to the cause of the disability, may relax the condition and grant leave in cases where disability has manifested more than three months after the occurrence of its cause.

The disability, under 1 (*b*) above, should be certified by an Authorized Medical Attendant to be directly due to the performance of the particular duty. If it has been contracted during service other than with a military force, the leave sanctioning authority should be satisfied that the disability is exceptional in character.

3. The period of leave will be as certified by an Authorized Medical Attendant subject to a maximum of 24 months.

4. It may be granted more than once if the disability is aggravated or recurs in similar circumstances at a later date, but the maximum leave in consequence of any one disability should not exceed 24 months.

5. It may be combined with any other kind of leave.

6. It will count as service for pension.

7. It will not be debited to the leave account.

8. The leave salary for the first 120 days will be the pay last drawn and for the remaining period it will be equal to leave salary during half pay leave. In such cases, beyond the first 120 days, the official may take half pay leave (at his credit) for another 120 days along with the special disability leave simultaneously and get leave salary equal to that on earned leave. The half pay leave so taken will be debited to his leave account.

9. If the official is entitled to any benefit under the Workmen's Compensation Act or the Employees' State Insurance Act, the amount of leave salary will be reduced by the amount of benefit payable under the above Acts.

10. Appointing authorities are competent to sanction Special Disability Leave.— *Rules* 44 & 45.

11. Hospital Leave

1. Admissible to—

(*i*) such Group 'C' employees whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs and the like, or performance of hazardous tasks; and

(*ii*) to Group 'D' employees,

while under medical treatment in a hospital or otherwise, for illness or injury directly due to risks incurred in the course of official duties.

2. Medical Certificate from an Authorized Medical Attendant is necessary for the grant of this leave.

3. May be granted for such period as the authority granting the leave may consider it necessary.

4. May be combined with any other kind of leave due and admissible, provided the total period of leave does not exceed 28 months.

5. Leave salary for the first 120 days will be the pay last drawn and for remaining period, it will be equal to leave salary during half pay leave.

6. If the official is entitled to any benefit under the Workmen's Compensation Act or the Employees' State Insurance Act, the amount of leave salary will be reduced by the amount of benefit payable under the above Acts.

7. For authorities competent to grant hospital leave, please *see* First Schedule to CCS Leave Rules.

8. Hospital leave will not be debited to the leave account.

9. The facility of getting full pay after the first 120 days also by taking half pay leave simultaneously, as in the case of special disability leave, is not applicable to hospital leave.— *Rule* 46.

10. Admissible to Industrial and Work-charged staff also.—*Rule* 46, *GID*.

12. Study Leave

1. **Granted** to Government servants with not less than five years' service for undergoing a special course consisting of higher studies or specialized training in a professional or technical subject having a direct and close connection with the sphere of his duties or being capable of widening his mind in a manner likely to improve his ability as a civil servant.— *Rule* 50 (1) & (2).

2. **Sanctioning authority.**—Ministry/Department of the Central Government/Administrator/Comptroller and Auditor-General of India. —*First Schedule, Sl. No.* 3.

3. Course should be certified to be of definite advantage to Government from the point of view of public interest.— *Rule* 50 (3).

4. The particular study or study tour should be approved by the authority competent to grant leave.— *Rule* 50 (2).

5. The official on his return should submit a full report on the work done during study leave.— *Rule* 50 (2).

6. **Not granted.** —

(*a*) for studies out of India if facilities for such studies exist in India. — *Rule* 50 (4);

(*b*) to an official due to retire within three years of return from the study leave.— *Rule* 50 (5);

(*c*) to same official with such frequency as to remove him from contact with his regular work or cause cadre difficulties owing to his absence on leave.—*Rule* 50 (6).

7. The official should have satisfactorily completed period of probation and rendered not less than five years of regular continuous service including the period of probation.— *Rule* 50 (5).

8. **Maximum period** is 24 months in the entire service and may be granted at a stretch or in different spells.— *Rule* 51 *and GIDs* (1) *and* (2).

9. This will not be debited to the leave account. May be combined with any other leave due, but maximum period of continuous absence, including vacation, if any, but excluding extraordinary leave, should not exceed 28 months generally, and 36 months for study leading to Ph.D. degree.—*Rule* 54.

10. Requisite Bonds in the prescribed forms are required to be executed by the official.— *Rule* 53 (4).

11. Before grant of leave outside India, Finance Ministry's agreement for release of foreign exchange is necessary.— *Rule* 50 (3).

12. If the course falls short of the study leave, the official should resume duty on conclusion of the course; or the excess period may be treated as ordinary leave with the leave sanctioning authority's prior approval.—*Rule* 55.

13. Leave Salary.— (*a*) *Outside India*: Pay last drawn *plus* Dearness Allowance, House Rent Allowance, Compensatory (City) Allowance and in addition, Study Allowance admissible; (*b*) *In India*: Leave salary will be equal to pay last drawn *plus* Dearness Allowance, HRA and CCA. No Study Allowance admissible. Stipend, scholarship or remuneration for any part-time employment during the period of study leave should be adjusted against the leave salary subject to the condition that the leave salary will not be less than that admissible during half pay leave.— *Rule* 56.

NOTE.—HRA and CCA are payable for the first 180 days at the rates applicable at the last place of duty; continuance beyond 180 days will be subject to the production of prescribed certificates for the drawal.—*Rule* 60 (1).

14. Officials granted study leave shall not be paid T.A. President may sanction T.A. in exceptional cases—*Rule* 61.

Jawaharlal Nehru Fellowship Study

1. Study leave will be granted for the entire period of fellowship.

2. The official will be entitled to the benefits under the fellowship in addition to leave salary equal to pay last drawn and Dearness Allowance, appropriate to the leave salary. No other allowance is admissible.

3. Where considered necessary, the official may be allowed to retain the officially allotted residential telephone but must pay the bills for the rental and call charges.— *Rule* 51, *GID* (3).

Resignation or retirement after study leave or not completing the course of study.— An official, who after availing of study leave resigns from service or otherwise quits within three years after return to duty or does so without returning to duty at all from study leave, or fails to complete the course of study, should refund (*i*) the actual amount of leave salary, study allowance, cost of fees, T.A., and other expenses, if any, incurred by the Government, and (*ii*) the actual amount, if any, of the cost incurred by other agencies such as Foreign Governments, Foundations, Trusts in connection with the course of study, with interest thereon at the prescribed rates. In exceptional cases, the President may waive or reduce such recoveries.—*Rule* 63.

13. *Ad hoc* Employees

1. In non-Vacation Departments.— (*i*) Employees whose appointment is treated as *ad hoc* for purely technical reasons will be entitled to benefits of CCS (Leave) Rules, 1972, on par with temporary Government servants.

(*ii*) In all other cases of *ad hoc* appointments, for brief periods, the *ad hoc* employees will be entitled to earned leave at the rate of $2\frac{1}{2}$ days per month of completed service. The leave will be granted for full days. No encashment is admissible on termination of service.

(*iii*) If *ad hoc* employees appointed initially for brief periods continue beyond three years without break, they will be entitled to the benefits of CCS (Leave) Rules, 1972, at par with temporary employees from the date of initial appointment.— *Rule* 2, *GID* (3), .

2. In Vacation Departments.— (*i*) *Staff categorized as 'Vacation Staff'.*—Staff whose appointment is treated as *ad hoc* for purely technical reasons and hence, not allowed vacation—as for those in 1 (*ii*) above subject further to the conditions that—

(*a*) their services are utilized by the Administration on which they are borne during the period of vacation; and

(*b*) if their services cannot be utilized during vacation for any reason, their services should be terminated on the commencement of vacation.

If they are allowed vacation with usual pay and allowances/leave salary, no leave is admissible.

(*ii*) *Staff not categorized as 'Vacation Staff'.*—As in 1 above.— *Rule* 28, *GID* (6).

14. Leave Salary

1. During Earned Leave and Commuted Leave.—Equal to pay drawn immediately before proceeding on leave.— *Rule* 40 (1) and (4).

2. During half pay leave or leave not due.—Equal to half the amount of leave salary on earned leave.— *Rule* 40 (3).

3. Extraordinary leave.—Not entitled to any leave salary.— *Rule* 40 (5).

4. 'Pay' means 'pay' as defined in FR 9 (21) and includes Deputation Allowance and NPA/Stagnation Increment.

5. Risk Allowance.—Admissible only as an allowance like CCA/HRA and not as part of Leave Salary.—*Rule* 40, *GID* (2).

15. Leave Salary Advance

Eligibility.—All officials including those on foreign service, if the leave taken is for not less than 30 days, are eligible to draw this advance.

Limit.—Advance not exceeding the leave salary including allowances, for the first 30 days of leave after deducting the recoveries, e.g., Income Tax, GPF subscription, recovery of advance of GPF, house rent, recovery of other advances, etc.

Recovery of the advance.— To be recovered in full from the leave salary bill. Balance, if any, will be recovered from the next month's pay or leave salary. If the period of leave falls in two months, the advance will be adjusted in two instalments, viz., a part of the advance will be adjusted in the first month to the extent of leave salary drawn and the balance in the next bill.

No Surety Bond is required for sanction of this advance to temporary employees.—*Rule* 42.

16. Officers appointed on contract

1. Earned Leave, HPL and Commuted Leave will be admissible as per CCS (Leave) Rules, 1972.

2. Extraordinary leave—

Tenure up to 1 year ...	Nil.
Tenure for more than 1 year up to 5 years.	As for temporary officials but total limited to 90 days for whole tenure.
Tenure for more than 5 years ...	As for temporary officials.
Tenure indefinite	As for permanent officials.

3. **Encashment of Earned Leave at credit** will be allowed *suo motu* on termination of contract as mentioned below subject to the condition that the total EL for which encashment is allowed together with EL for which encashment had been allowed in previous appointments, if any, under the Government, an Autonomous Body or Bodies/Public Sector Undertaking(s) does not exceed 300 days.

Period of contract	Maximum EL encashment
2 years or less	No encashment
More than 2 years up to 5 years ...	50 days
More than 5 years up to 10 years ...	100 days
More than 10 years up to 15 years ...	150 days
More than 15 years up to 20 years ...	200 days

Period of contract	Maximum EL encashment
More than 20 years up to 25 years ...	250 days
More than 25 years	300 days

—Appendix - II.

17. Casual Leave

Casual Leave is not a recognized form of leave and is not subject to any rules made by the Government of India. An official on Casual Leave is not treated as absent from duty and pay is not intermitted.

1. Casual Leave can be combined with Special Casual Leave/Vacation but not with any other kind of leave.

2. It cannot be combined with joining time.

3. Sundays and Holidays falling during a period of Casual Leave are not counted as part of Casual Leave.

4. Sundays/public holidays/restricted holidays/weekly offs can be prefixed/suffixed to Casual Leave.

5. Casual Leave can be taken while on tour, but no daily allowance will be admissible for the period.

6. Casual Leave can be taken for half-day also.

7. Essentially intended for short periods. It should not normally be granted for more than 5 days at any one time, except under special circumstances.

8. LTC can be availed during Casual Leave.

9. Entitlement (per calendar year)—

8 days —For those entitled to 17 holidays

10 days—For those not entitled to 17 holidays.

10. Individuals appointed and joining duty during the middle of a year may avail of Casual Leave proportionately or to the full extent at the discretion of the Competent Authority.

Half-day's Casual Leave.— Government servants who have got some urgent work but do not require one day's leave can avail of half-day's Casual Leave. The dividing line will be the lunch break. If the leave is for the forenoon, the official can attend office immediately after the lunch break and if it is for the afternoon, can leave office at the commencement of the lunch break.

Late attendance.—Half-day's Casual Leave should be debited to the Casual Leave account for each late attendance. However, late attendance up to an hour for not more than two occasions in a month can be condoned by the Competent Authority, if convinced that it is due to unavoidable reasons.

Disciplinary Action.—In cases where even debiting half-day's Casual Leave does not ensure punctual attendance of the official, disciplinary action can be taken in addition to debiting half-day's Casual Leave.—*Appendix* - III.

Combining with EL.— Officials who have got only half-day's Casual Leave at credit, when applying for half-day's Casual Leave for the afternoon of a day should ensure that they attend office the next day, since Casual Leave cannot be combined with Earned leave. However, if due to sickness or other compelling grounds, he is not able to attend the next day, combining with Earned leave can be permitted as an exception. Officials who have already applied for and got sanctioned the leave due and admissible from a particular day, should not be granted half-day's Casual Leave for the previous afternoon.— *Rule* 11, *GID* (2) .

18. Special Casual Leave

1. In Sports Events.— (*a*) Admissible up to a maximum of 30 days in a calendar year for attending—

(1) coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India coaching or training schemes;

(2) coaching or training camps at the National Institute of Sports, Patiala;

(3) coaching camps in sports organized by National Sports Federation/Sports Boards recognized by Government (Department of Youth Affairs and Sports);

Technical officials concerned with the administration of events (1) to (3) above and also mountaineering/trekking expeditions, will be given the facility of Special Casual Leave.

(*b*) Admissible up to a maximum of 10 days in any one year for participating in inter-Ministerial and inter-Departmental tournaments and sporting events held in and outside Delhi.

Period in excess of 30/10 days in a year will be treated as a regular leave.

Players injured during sporting events.— Special Casual Leave may also be granted to a sportsperson getting seriously injured or being hospitalized during the Telecom Sporting events subject to the overall ceiling of 30 days in a calendar year admissible for sporting events.

2. In Cultural Activities.— (*a*) Admissible to employees taking part in cultural activities like dance, drama, music, poetic symposium, etc., of an All India, or Inter-State character organized by or on behalf of the Central Secretariat Sports Control Board or on its behalf subject to the overall limit of 30 days in one calendar year.

(*b*) Admissible to employees participating in dancing and singing competitions at Regional, National or International level, organized by Government of India/Government-sponsored Bodies, i.e., Institutions and Organizations which are substantially controlled by Government and receive substantial assistance from the Government in the form of grant-in-aid, subject to a maximum of 15 days in a calendar year.

3. Mountaineering/Trekking Expeditions.—Admissible for participating in mountaineering/trekking expeditions approved by the Indian Mountaineering Foundation or organized by Youth Hostels Association of India, up to a maximum of 30 days in one calendar year and subject to the overall limit of 30 days for one calendar year for participation in sporting events.—*Appendix*- III.

4. For Family Planning :

(*a*) *Male employee:*

(*i*) Maximum of 6 working days admissible for vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another six days will be admissible on the production of medical certificate.

(*ii*) Maximum of 21 days for undergoing recanalization operation.

(*iii*) Maximum of 7 days if his wife undergoes tubectomy, laproscopy or salpingectomy operation. The leave should follow the date of operation.

(*b*) *Female employee :*

(*i*) Maximum of 14 days admissible for tubectomy/laproscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.

(*ii*) Maximum of 14 days admissible for salpingectomy operation after Medical Termination of Pregnancy (MTP).

(*iii*) Admissible for one day on the day of IUCD/IUD insertion/re-insertion.

(*iv*) Maximum of 21 days admissible for undergoing recanalization operation.

(*v*) Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

Extension/Additional Special Casual Leave is admissible for the period of hospitalization if the concerned employee is hospitalized on account of post-operational complications.

Additional Special Casual Leave for 7 days in case of vasectomy operation and 14 days in case of tubectomy operation is admissible if the employee does not remain hospitalized after sterilization operation but is not fit to resume duty.

Not admissible to Temporary Status Casual labourers.—Special Casual Leave for sterilization operation is not admissible to casual labourers with temporary status since the benefit is admissible to regular employees only.—*G.I., Dept. of Posts, Lr. No.* 45-56/92-*SPB-I, dated* 15-3-1995.

5. To re-employed Ex-Servicemen.—Heads of Departments may grant Special Casual Leave up to 15 days in a year to re-employed Ex-Servicemen for—

(*i*) appearing before Medical Re-survey Boards for assessment of disability pension; and

(*ii*) attending Artificial Limb Centres for replacement of artificial limb(s) or for treatment of injuries sustained during operation.

The maximum of 15 days includes transit time both ways on the basis of medical discharge certificates.

6. Union/Association Activities.—The maximum number of days of Special Casual Leave admissible is 20 days in a calendar year (i.e., the annual period followed by the Association/Union/Federation). Subject to the above maximum number of days—

(*i*) 20 days to the office-bearers of recognized Service Associations/ Unions for participation in the activities of Associations/Unions;

(*ii*) 10 days to outstation delegates/members of Executive Committees for attending its meetings.

(*iii*) 5 days to local delegates and local members of Executive Committees for attending its meetings.

Leader of the Staff Side of JCM and a Secretary from the Staff Side at above Departmental Joint Council level, may be granted Special Casual Leave up to a maximum of 10 days in a year for preparing Staff Side cases.

Staff Sides members of the Departmental/Regional/Local Council may be granted a day's Special Casual Leave to attend JCM meetings.

7. Union/Association activities in P & T Department.—Special Casual Leave up to a maximum of 20 days in a year is admissible to—

(*i*) delegates to All India Conferences/Circle Conferences, members of Executive Councils, members of Circle and Divisional Executive Committees to attend such conferences/meetings;

(*ii*) members from outstations to attend monthly meetings with Heads of Circles; and

(*iii*) members from outstations to wait on deputation on the Minister/ Minister of State/Deputy Minister and Director-General.

Special Casual Leave up to a maximum of 12 days in a year allowed to not more than 2 members of the Unions coming from outstations to attend monthly meetings with Departmental Officers at Divisional level. Special Casual Leave is allowed for the day/days of the meeting and the actual time taken in the journey.

This will not be in addition to the 20 days referred to above. Local members will be given suitable off for the duration of the meeting.

8. Natural Calamities, Bandhs, etc.—Heads of Departments may grant Special Casual Leave to employees residing at places 3 miles away from their office, when they are unable to attend office due to dislocation of traffic arising out of natural calamities, bandhs, etc. If the absence was due to picketing or disturbances or curfew, Special Casual Leave may be granted irrespective of the distance from residence to office.

If, however, the official had applied, or applies, for leave for genuine reasons, e.g., medical grounds, etc., for the day/days of the bandh, he may be granted the leave admissible including Casual Leave, and not Special Casual Leave.— *OM, dated* 1-11-1971 *and* 28-5-1979.

9. Meetings connected with Co-operative Societies.— Members, Delegate Members, Managing Committee Members and Office Bearers of Co-operative Societies formed exclusively with the Central Government employees and posted outside Headquarters of the societies are eligible for the grant of Special Casual Leave up to a maximum period of ten days in a calendar year *plus* the minimum period required for the journeys to attend such meetings. For those posted at the same station, the Special Casual Leave will be restricted to cover the actual period of such meetings, i.e., either full day or F.N. or A.N., as the case may be. Can be combined with C.L. only., and not with other kind of leave. Sundays/Holidays intervening will form part of Special C.L.

10. Activities in connection with Kendriya Sachivalaya Hindi Parishad.—Special Casual Leave may be granted for participating in certain activities of the Parishad subject to a maximum of twenty days in a year, including the period of journeys involved.

11. During Elections.—During General Elections/by-elections to Lok Sabha/State Assembly, employees enrolled as voters in a constituency but having offices in another constituency, are entitled to a day's Special Casual Leave on the day of Election in their home constituency to enable them to exercise their franchise if their offices are not closed on that day.

12. Other purposes.— Special Casual Leave may also be granted for—

1. Training and duty as members of officially sponsored Auxiliary Police Organizations, such as Home Guards, National Volunteer Corps, etc.

2. Training as a member of St. John Ambulance Brigade (to the extent not covered by ordinary Casual Leave due).

3. Periods spent in camp to join the Urban Units of Territorial Army, not exceeding 14 days.

4. Interview/medical examination at the time of actual recruitment/ commissioning in the Urban Unit of the Territorial Army (to the extent not covered by ordinary Casual leave due).

5. Training with P & T Units of Territorial Army.

6. Participants in Republic Day Parades and rehearsals thereof as members of St. John Ambulance Brigade.

7. Donating blood to recognized Blood Banks on working days— for that day only.

8. Members of Lok Sahayak Sena who have won certificates of merit when required to participate in the Republic Day Parade—period of stay not exceeding 14 days *plus* journey time to Delhi and back to headquarters.

9. Attending Courts of Law as jurors and assessors with the permission of Heads of Departments.

10. Members of the Indian Institute of Public Administration residing outside Delhi when required to attend meeting of the Institute— period not exceeding 6 working days in a calendar year *plus* journey time.—*Notes on Office Procedure, Chapter* II.

11. While performing duties as members of St. John Ambulance Association to provide first-aid cover on occasions like festivals, natural calamities, major accidents, sports meet, etc.—not exceeding seven days per year.

13. Combination of Casual/regular leave with Special Casual Leave.— Combination of Casual Leave or regular leave (e.g., EL, HPL, etc.) with Special Casual Leave is permissible, but combination of both Casual Leave and regular leave with Special Casual Leave is not permissible.

14. LTC during Special Casual Leave.—LTC can be availed of during Special Casual Leave.— *Rule* 7 (2), *LTC Rules.*

19. Illustrations

Calculation of Leave

Earned Leave and Half Pay Leave.

Model - 1

Date of appointment	...	...	6-2-1997
Availed EL for 50 days from	...	...	1-8-1999
Availed HPL for 45 days from	...	...	1-2-2000
Dies non for 15 days from	...	...	16-8-2000
Availed EL for 15 days for availing LTC and also encashed EL for 10 days			1-3-2001

Find out EL & HPL at credit on 1-1-2003.

Earned Leave

	Number of Days		
	Earned	Availed	Balance
Credit on 6-2-1997 at $2\frac{1}{2}$ days per completed month of service likely to render up to 30-6-1997 ($2\frac{1}{2} \times 4 = 10$)	10	......	10

	Number of Days		
	Earned	Availed	Balance
Credits 1-7-1997 ; 1-1-1998 1-7-1998 ; 1-1-1999 and 1-7-1999 (5 x 15)	75	......	85
1-8-1999 to 19-9-1999	......	50	35
Credits 1-1-2000 and 1-7-2000 (2 x 15)	30	......	65
Credit on 1-1-2001 (15 days *less* $\frac{1}{10}$th of *Dies non* during previous half year) ($15 - 15 \times \frac{1}{10} = 13.5$ rounded to 14 days)	14	......	79
1-3-2001 to 15-3-2001	......	15	64
Leave encashed	......	10	54
Credits 1-7-2001 ; 1-1-2002 1-7-2002 ; 1-1-2003 (4 x 15)	60	......	114
Half Pay Leave	......	......	
Credit on 6-2-1997 at $\frac{5}{3}$ days per completed month of service likely to render up to 30-6-1997. $\frac{5}{3} \times 4 = 6.66$ rounded to 7 days	7	......	7
Credits 1-7-1997 ; 1-1-1998 1-7-1998 ; 1-1-1999 1-7-1999 ; 1-1-2000 (6 x 10)	60	......	67
1-2-2000 to 16-3-2000	......	45	22
Credit 1-7-2000	10	......	32
Credit 1-1-2001 (10 days *less* $\frac{1}{18}$th of 15 days *Dies non*) $10 - .83 = 9.17$ rounded to 9 days	9	......	41
Credits 1-7-2001 ; 1-1-2002 1-7-2002 ; 1-1-2003 (4 x 10)	40	......	81

Leave at credit as on 1-1-2003

E.L. 114 days.

H.P.L. 81 days.

Model - 2

EL at credit on 1-7-1999	...	255 days
Availed EL (1) for 12 days from	...	1-12-2001
(2) for 30 days from	...	10-6-2002
Find out EL at credit on	...	1-1-2003

Earned Leave

	Number of Days		
	Earned	Availed	Balance
As on 1-7-1999	......	......	255
Credit on 1-1-2000, 1-7-2000 and 1-1-2001 3 x 15	45	......	300
Credit on 1-7-2001	15	......	300 (+15)
Availed 1-12-2001 to 12-12-2001	......	12	300 (+3)
31-12-2001	......	......	300
Credit on 1-1-2002	15	......	300 (+15)
Availed 10-6-2002 to 30-6-2002	......	21	294
Credit on 1-7-2002	15	......	294 (+15)
Availed 1-7-2002 to 9-7-2002	......	9	294 (+6)
31-12-2002	......	......	300
Credit on 1-1-2003	15	......	300 (+15)
EL credit on 1-1-2003	......	......	300 (+15) days

10

Provident Funds

[Swamy's — GPF (CS) Rules & CPF (India) Rules]

1. General Provident Fund

1. Eligibility.— Temporary Government servants after continuous service of one year, re-employed pensioners and permanent Government servants shall subscribe to GPF compulsorily. Temporary Government servants may subscribe to GPF even before completion of one year's service.—*Rule* 4.

2. Amount of subscription.—A sum (in whole rupees) as fixed by the subscriber, subject to a minimum of 6 per cent of emoluments and not more than his total emoluments.— *Rule* 8 (1).

3. "Emoluments" means pay, leave salary and any remuneration of the nature of pay received in foreign service. Does not include DA.—*Rule* 2 (1) (*b*).

NOTE.—Whole or part of the bonus amount (*ad hoc* or productivity linked) may be deposited in the Provident Fund.—*Rule* 7, *GID* (2).

4. Minimum subscription.—Should be fixed with reference to the emoluments on the 31st March of the preceding year and in the case of new subscribers to the emoluments on the date of joining the Fund.—*Rule* 8.

5. Enhancement/Reduction.—Subscription may be increased twice and/or reduced once at any time during the year.—*Rule* 8 (4).

6. Suspension of subscription.—Subscription to the fund shall be stopped during suspension, and at the option of the Government servant during leave on half pay, leave without pay and *dies non*. Proportionate subscription to be recovered for the period of duty and any leave other than HPL/EOL.—*Rule* 7 (1), *and Rule* 8.

7. Stoppage of recovery 3 months before retirement on superannuation.—No subscription should be recovered during the last three months of his service.—*Rule* 7, *GID* (1).

8. Interest for 2002-03—9%.

9. Nomination.—A subscriber can nominate one or more persons conferring the right to receive his GPF amount in the event of his death. If more than one person is nominated, the amount or share payable to each should be indicated clearly. A subscriber may at any time cancel a nomination by due notice and send a fresh nomination. A subscriber having a family can nominate only members of his family. Subscriber having no family can nominate any person/persons, including a Company/Association/Body of individuals/

a Charitable or other Trust or Fund. Subject to its validity, a nomination/ notice of cancellation takes effect from the date of its receipt by the Accounts Officer.— *Rule* 5.

NOTE.—A nomination submitted to the Head of Office is valid even if the subscriber dies before it reaches the Accounts Officer.— *C & A.G's Decision* (2), *Rule* 5.

10. Family.—"Family" includes wife/wives except judicially separated wife, husband (unless expressly excluded), parents, a paternal grandparent when no parent is alive, children (including adopted children), minor brothers, unmarried sisters and deceased son's widow and children. A ward under the "Guardians and Wards Act, 1890", who lives with the Government servant and to whom the Government servant has given through a special will the same status as that of a natural child, will also be treated as a member of the family.— *Rule* 2.

2. Advances from GPF

Purposes:

1. *Illness.*—Expenditure in connection with illness, confinement or disability including the travelling expenses of the official and family members or dependant.

2. *Education.*— Cost of higher education including travelling expenses of the subscriber and family members or dependant—

(*i*) for education outside India for academic, technical, professional or vocational course beyond the High School stage;

(*ii*) for any medical, engineering or other technical or specialized course in India beyond the High School stage if the course of study is for not less than three years, and

(*iii*) for pursuing Graduate/Postgraduate courses of all disciplines/ Diploma in Information Technology courses.—*Rule* 12, *GID* (14).

Advance may be allowed once in every six months.

3. *Obligatory expenses.*— Obligatory expenses in connection with betrothals and/or marriages, funerals or other ceremonies, including first shradh ceremony.

4. *Cost of legal proceedings.*—Instituted by or against the subscriber, a family member or a dependant (in addition to any advance admissible for the same purpose from any other Government source).

5. *Cost of defence.*—When he engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part.

6. *Purchasing consumer durables.*—To purchase consumer durables, like TV, VCR/VCP, Washing Machines, Cooking Range, Geysers and Computers.—*Rule* 12 (1).

Amount of advance permissible:

1. *Normal.*—3 months' pay or half the amount at credit, whichever is less, and recoverable in not more than 24 equal monthly instalments.— *Rules* 12 (1) & 13 (1).

2. *Special.*—No limit. Advance recoverable in not more than 36 instalments if it exceeds 3 months' pay.— *Rules* 12 (2) & 13 (1).

3. *Consolidation of advances.*—When an advance is granted before complete repayment of an earlier advance, the outstanding balance will be added to the new advance and instalments for recovery refixed with reference to the consolidated amount.— *Rule* 12 (3).

Sanctioning Authority:

1. *Normal advances.*—Authority competent to sanction advance of pay on transfer. If the applicant himself is the authority, then the next higher administrative authority.—*Fifth Schedule.*

2. *Special advances.*--As in Fifth Schedule to GPF (CS) Rules.

Recovery:

Recovery should commence with issue of pay for the month following the one in which the advance was drawn, e.g., for advance drawn in April, recovery should commence from pay for May payable on 31st May.— *Rule* 13 (2).

When balance of the previous advance is consolidated with the amount of new advance, the recovery of previous advance will continue till the next month and the recovery against the consolidated amount commences thereafter.—*Rule* 12, *GID* (10).

Suspension of Recovery:

Recovery not to be made except with official's consent in cases of suspension, or on leave for ten days on HPL or LWP in a calendar month.

When advance of pay is being recovered, recovery may not be made on subscriber's written request.— *Rule* 13 (2).

3. Withdrawals from GPF

Purposes:

1. *Education.*— Cost of higher education including, where necessary, the travelling expenses of the subscriber or any child of the subscriber for—

(*i*) Education outside India for academic, technical, professional or vocational course beyond the High School stage;

(*ii*) for any medical, engineering or other technical or specialized course in India beyond the High School stage; and

(*iii*) for pursuing Graduate/Postgraduate courses of all disciplines/ Diploma in Information Technology courses.—*Rule* 12, *GID* (14).

2. *Obligatory expenses.*— Obligatory expenses in connection with betrothal and/or marriage of the subscriber or his sons or daughters or other dependent female relations.

3. *Illness.*—Expenditure in connection with the illness including the travelling expenses of the subscriber and family members or any dependant.

4. *Purchasing consumer durables.*—Meeting the cost of consumer durables such as TV, VCR/VCP, Washing Machines, Cooking Range, Geysers and Computers.—*Rule* 15 (1) (A).

5. *Housing.*—Building or acquiring a suitable house or ready-built flat including the cost of site.

6. *Repayment of outstanding housing loan.*—Expressly taken for building or acquiring a house or ready-built flat.

7. *Purchasing a house site.*—For building a house or repaying any outstanding loan expressly taken for this purpose.

8. *Constructing.*—A house on a site purchased under Item 7 above.

9. *Reconstructing.*— Or making additions/alterations to a house/flat already owned.

10. *Renovating ancestral house.*—Renovating, additions or alterations or upkeep of an ancestral house or to a house built with the Government loan.—*Rule* 15 (1) (B).

If the ancestral house has not been transferred in the name of the Government servant, he/she should produce proof that he/she is one of the inheritors/nominees to receive the share of the property.—*Rule* 16, *GID* (5).

11. *Extensive repairs/overhauling of motor car.*—*Rule* 15, *GID* (2).

12. *Purchase of motor car/motor cycle/scooter, etc., or for repaying Government loan already taken for the purpose*— *Rule* 15, *GID* (1).

13. *Making deposit to book a motor car/motor cycle/scooter/moped, etc.*—*Rule* 15, *GID* (3).

14. *Once in a financial year towards subscription paid for the Group Insurance Scheme.*— *Rule* 15 (1) (D).

15. *Charges for conversion* from leasehold to freehold of property allotted/transferred by Delhi Development Authority/State Housing Boards/House Building Co-operative Societies— *Rule* 15, *GID* (6).

16. *Without assigning any reason.*— *Rule* 15 (1) (C).

Limits:

1. *Items* 1 *to* 4—

(*a*) Normally, one half of the amount at credit or six months' pay, whichever is less;

(*b*) Up to three-fourths of the amount at credit at the discretion of the sanctioning authority.— *Rule* 16 (1).

2. *Items* 5 *to* 10—

(*a*) Up to 90% of balance at credit;

(*b*) The amount of withdrawal *plus* the Government loan already taken should not exceed the limits prescribed under the HBA Rules.—*Rule* 16 (1) *and Proviso.*

3. *For Item* 11, one-third of the amount at credit or the actual amount of repairing/overhauling, or Rs. 10,000, whichever is the least.— *Rule* 15, *GID* (2).

4. *For Item* 12, Rs. 1,10,000 for motor car and Rs. 20,000 for motor cycle/scooter/moped, etc., but the amount of withdrawal (*plus* withdrawal if any, availed for booking) should not exceed 50% of the amount at credit on the date of application for withdrawal for purchase, or the actual price of the vehicle, whichever is less.— *Rule* 15, *GID* (1).

5. *For Item* 13, fifty per cent of the amount at credit or Rs. 22,000 in the case of car and Rs. 4,000 in the case of motor cycle, scooter, etc., or actual amount of registration, whichever is less. This amount will be taken into account for determining the overall ceiling of Rs. 1,10,000 for car and Rs. 20,000 for motor cycle/scooter, etc.— *Rule* 15, *GID* (3).

6. *For Item* 14, an amount equivalent to one year's subscription paid towards the Group Insurance Scheme.— *Rule* 15 (1) (D).

7. *For Items* 15 *and* 16, up to 90% of balance at credit only once during service.—*Rule* 15, *GID* (6) *and Proviso* 3, *Rule* 16 (1).

Eligibility:

1. *For Items* 1 *to* 4 : After completion of 15 years of service (including broken periods) or within ten years before the date of superannuation, whichever is earlier.— *Rule* 15 (1) (A).

2. *For Items* 5 *to* 10: Any time during the service.— *Rule* 15 (1) (B).

3. *For Item* 11: After completion of 28 years of service or less than 3 years before retirement.—*Rule* 15, *GID* (2).

4. *For Items* 12 *and* 13: After completion of 15 years of service or within five years before superannuation. In special cases, the Secretary of the Ministry/Department may sanction refundable advance to officials who fall short of the minimum service of 15 years by not more than 6 months. After completion of 15 years of service, the outstanding advance may be converted into final withdrawal. The basic pay (including NPA, if any) of the official should be Rs. 10,500 or more in the case of car and Rs. 4,600 or above in the case of scooter/motor cycle, etc.— *Rule* 15, *GIDs* (1) *and* (3).

5. *For Item* 14: All officials admitted to the Group Insurance Scheme. However, withdrawal is permitted if only at any stage the position of a subscriber does not permit him to subscribe to the Group Insurance and GPF/CPF at the same time.—*Rule* 15 (1) (D) *read with Para.* 10.1. *of CGEGIS,* 1980.

6. *For Item* 15: All officials.

7. *For Item* 16: Those due for retirement on superannuation within a year.

NOTE 1.— Only one withdrawal can be allowed for the same purpose. Marriage or education of different children or illness on different occasions or a further addition/alteration to a house/flat covered by a fresh plan—these are treated as for different purposes.—*Rule* 15 (1), *Note* 5.

NOTE 2.—Betrothal and Marriage are treated as separate purposes.—*Rule* 16, *GID* (2).

NOTE 3.—Both advance and withdrawal should not be sanctioned for one and the same purpose at the same time.— *Rule* 15 (1), *Note* 6.

Sanctioning Authority.—Authority competent to sanction advance for special reasons as in Fifth Schedule.

Conversion of advance into withdrawal.— A subscriber may have the balance outstanding against an advance sanctioned to him converted into final withdrawal on his satisfying the conditions laid down for such withdrawal.—*Rule* 16-A.

4. Contributory Provident Fund

The rules for GPF and CPF are the same, except for the following differences:—

1. Admission to the Fund.—Every non-pensionable Government servant is to compulsorily subscribe to the Fund.— *Rule* 4.

2. Amount of subscription.—Any sum (in whole rupees) as fixed by the subscriber subject to a minimum of 10 per cent of emoluments and not more than his emoluments.—*Rule* 8 (1).

3. Contribution by Government.—Government's contribution at the percentage prescribed (10 per cent) to the subscriber's account on the 31st March of each year. For any period the subscriber does not subscribe, there will be no contribution from the Government also. Government's contribution will be rounded off to the nearest whole rupee (fifty paise counting as the next higher rupee).—*Rule* 11.

4. Advances and Withdrawals.—3 months' pay or half the amount of subscription and interest thereon at credit, whichever is less, in the case of normal advance/withdrawal. No such limit, in the case of special advance/withdrawal. Recovery in not more than 24 equal monthly instalments if within 3 months' pay and 36 instalments, if it exceeds 3 months' pay.—*Rules* 13, 14, 16 *to* 19.

5. All other matters.—No difference except that the corresponding CPF Rules have to be referred to.

5. Final payment of accumulations in PF

The amount standing at credit shall become payable when the subscriber—

1. quits service;
2. is dismissed/removed from service;
3. proceeds on leave preparatory to retirement;
4. retires from service/permitted to retire or declared by a Competent Medical Authority to be unfit for further service.

When a dismissed subscriber is reinstated in service, he should repay the amount received by him, if so required by Government, along with interest at the rate prescribed, either in cash or securities or partly in cash and partly in securities, by instalments or otherwise by recovery from his emoluments or as directed by the Competent Authority.

The same procedure applies also for a subscriber who returns to duty after proceeding on leave preparatory to retirement.

When a Government servant is transferred without any break in service to a new post under State Government or in another Department under Central Government covered by GPF Rules, his subscription together with interest thereon will, and in the case of those governed by CPF Rules, the Government contribution as well, be transferred to his account under the Central/State Government, as the case may be.

Transfer to State/Central Government Department includes cases of resignation from service in order to take up a new appointment under Body Corporate owned or controlled by Government or an Autonomous Organization, with proper permission of the Central Government.

Interest.—If the payment cannot be made within one month after retirement or after the date of receipt of application in the prescribed form, whichever is later, due to administrative reasons, interest is payable on the balance up to six months for the period beyond one month. Interest can be allowed up to one year by the Head of Accounts Office and beyond that period by the immediate superior to the Head of Accounts Office.—*Rule* 11 (4), (1) *GID* (2) *below Rule* 34, *GPF Rules & Rule* 12 *and Note thereunder, CPF Rules.*

Government dues not recoverable.—Amount due to the Government or amount misappropriated by the Government servant is not recoverable from the PF final payment to the subscriber.

In case of payment to nominees, if the nominees are liable to the Government by incurring any debt after the death of the subscriber, the amounts payable to the nominees are liable to attachment and if the debts are due to the Government, they may be made good by adjusting from the PF dues to the nominees.

When a subscriber dies while in service.—The amount standing to his credit is payable to the nominee(s)/members of family in the following manner:—

(*a*) *Leaves a family:*—If nomination subsists—to the nominee(s) in the proportion specified.

If no nomination subsists or same relates to part of the amount—payable to members of family in equal shares leaving out any part covered by the nomination. Sons who have attained majority, sons of a deceased son who have attained majority, married daughters whose husbands are alive, and married daughters of a deceased son, whose husbands are alive, will not be eligible, if there is any member of the family other than those four categories.

(*b*) *Leaves no family*:—If nomination subsists—to the nominee(s) in the proportion specified.

Payment on behalf of minor.—Payment of Provident Fund money up to Rs. 10,000 can be made to the natural guardian or where there is no natural guardian to the person considered fit by the Head of Office to receive payment on behalf of the minor(s) without requiring any guardianship certificate.—*Rules* 31, 32, 33 *and GIDs, GPF Rules & Rules* 33, 34, 35 *and GIDs, CPF Rules.*

Final payment of balance in cases of employees missing/disappearing.—When a subscriber is suddenly missing or disappearing and whose whereabouts are not known, the balance at credit of his GPF account can be paid to his family having regard to the nomination made by the employee subject to the following conditions:—

(1) The family must lodge a report with the Police Station concerned and obtain a report that the employee has not been traced after all efforts had been made by the Police.

(2) An Indemnity Bond should be taken from the nominee/dependants of the employee that the payment will be adjusted against the payments due to the employee in case he appears on the scene and makes any claim.

Interest will be allowed on the balance at credit up to six months from the date the report has been obtained by the family from the Police Department that the employee has not been traced after all efforts have been made by the Police.—*Rule* 11, *GID* (7), *GPF Rules*.

The same procedure should apply to those governed by CPF Rules.

6. GPF Account of Group 'D' employees

The GPF Accounts of Group 'D' employees are being maintained by the Head of Office/Head of Department.

Duties of Head of Office.—1. The detailed PF Ledger Account in Form CAM - 47 should be maintained by the Head of Office in bound ledgers which will be machine-numbered.

2. The Head of Office or a Gazetted Officer nominated by him should initial the PF Accounts monthly to ensure that the amount of subscription deducted, refund of advance and temporary and final withdrawals are posted correctly. He should also initial the entries in the ledger when signing for withdrawal from PF.

3. He should ensure that the subscription recovered is subject to the minimum as per the GPF Rules. Regarding reducing/enhancing the quantum, he should ensure that reduction is not made more than once in a year and enhancement not more than twice in a year. When the subscription is reduced, it should not go below the minimum of 6% prescribed in the rules.

4. He should maintain a broadsheet in Form CAM 48 and all deposits and withdrawals should be posted direct from the ledgers and not from the

schedules. He shall verify that the amount as booked in the broadsheet agrees with that of the total in the certificate of deductions attached to the pay-bills/payments made during the month.

5. In all cases of new admissions, he should verify the eligibility of the new subscriber and assign the Account No. with a prefix indicating the office to which the subscriber belongs. All permanent employees and temporary employees with a continuous service of more than one year are eligible.

6. On receipt of a nomination, he should satisfy himself that it has been made as per the provisions of GPF Rules. Appropriate arrangements should be made for the safe custody of the nomination under lock and key in his personal custody or under the custody of a Gazetted Officer nominated by him in this behalf. Necessary entries should be made in the ledger/and General Index Register and an acknowledgement should be issued to the official concerned.

7. He should maintain a General Index Register in Form CAM 44.

8. Passbooks are to be issued to all the subscribers. At the end of each year, the Head of Office should obtain the Passbooks, complete the entries and return them to the officials.

9. When an official is transferred to another Ministry/Department, the Head of Office should complete the entries in the Passbook and after making necessary endorsement to the effect that " the account has been transferred to....." return the Passbook to the employee.

DDOs.—1. The Drawing Officer should prepare a schedule of GPF deductions for posting the ledger accounts. He should sign the schedule at the time of signing the Establishment bill after verifying the total in the schedule with the total in the bill. The schedule need not be enclosed to the paybill. A certificate indicating the total amount of deduction towards subscription and refund of advances should be attached to the paybill.

2. He should scrutinize the monthly statement received from the Accounts Officer and within ten days intimate to the Accounts Officer whether the figures agree with the figures in Broadsheet (CAM 48) or not. If there is any discrepancy, he should get the discrepancies settled with the A.O.

3. Every year by the 15th of May, he should furnish to the Accounts Officer an annual statement showing the credits and debits during the preceding year. He should also settle with the Accounts Officer discrepancies, if any, pointed out by the A.O.

On promotion to Group 'C'.—If the Head of Office is able to certify that there are reasonable prospects of the promoted employee continuing in Group 'C' for at least one year, the GPF Account should be transferred to the A.O. concerned immediately. If he is not able to certify, it should continue to be maintained by the Head of Office and transferred to the Accounts Officer after the concerned employee has rendered one year's continuous service in Group 'C' post.—*Appx.–E, GID* (4).

7. Deposit-linked Insurance Scheme

1. When a GPF/CPF subscriber dies after having put in five years' service, the person receiving the Fund balance will be paid an additional amount if the balance at credit had not fallen below the undermentioned limits at any time during the 3 years preceding the month of death:

GPF (V Pay Commission scale)		@ CPF (Pre-revised scale)	
If the subscriber was holding a post in the scale of pay, the maximum of which is	Minimum monthly balance during the period	If the subscriber has held for the greater part of the aforesaid three years a post the maximum of the pay scale of which is	Minimum monthly balance during the period
Rs. 12,000 or more	Rs. 25,000	Rs. 4,000 or more	Rs. 12,000
Rs. 9,000 to Rs. 11,999	Rs. 15,000	Rs. 2,900 to Rs. 3,999	Rs. 7,500
Rs. 3,500 to Rs. 8,999	Rs. 10,000	Rs. 1,151 to Rs. 2,899	Rs. 4,500
Below Rs. 3,500	Rs. 6,000	Below Rs. 1,151	Rs. 3,000

@ Revised rates based on Fifth Pay Commission pay scales has not been received in respect of CPF.—AUTHORS.

2. The additional amount will be equal to the average balance in the account during the period of 36 months preceding the month of death, subject to a maximum of Rs. 60,000 in the case of GPF subscribers and Rs. 30,000 for CPF. The maximum limit is to be applied after arriving at the average of 36 months and not at every stage.

3. The balance for March every year and for the last month of the three-year period will be inclusive of interest.

4. In the case of CPF, 'balance' and 'average balance' would mean only employee's subscription and interest thereon.

5. Payments will be made by Accounts Officer (Head of Office in the case of Group 'D') without formal sanction and in whole rupees, fraction being rounded to the nearest rupee.

6. In the case of persons appointed on tenure basis/re-employed pensioners, service rendered from the date of appointment/re-employment, as the case may be, only will count.

7. This scheme does not apply to persons appointed on contract basis.

8. Admissible on death after the working hours of the last working day but before 12 midnight as this will be treated as "death while in service".

9. In the case of missing employees, payment can be made to the nominee/legal heirs after expiry of a period of seven years following the month of disappearance of the subscriber on production of a proper proof of death or a Decree of the Court that the employee shall be presumed to be dead as laid down in Section 108 of the Indian Evidence Act.— *Rules* 33-B (*GPF*), 35-B (*CPF*), *GID* (1) *and Notes thereunder.*

8. Illustrations

Calculate the interest on GPF with the following particulars.—

(*i*)	Closing balance as on 31-3-2002	Rs. 42,000
(*ii*)	Monthly subscription	Rs. 2,000
(*iii*)	Rate of interest	9%
(*iv*)	Taken an advance of Rs. 10,000 during June, 2001 recoverable in 20 equal instalments	
(*v*)	Taken an advance of Rs. 6,000 during June, 2002 recoverable in 10 equal instalments including the outstanding advance.	

A - For a full year

Closing Balance as on 31-3-2002 Rs. 42,000

Month	Subscription	Refund	Advance/ Withdrawal	Balance
	Rs.	Rs.	Rs.	Rs.
April, 2002	2,000	500		44,500
May, 2002	2,000	500		47,000
June, 2002	2,000	500	6,000	43,500
July, 2002	2,000	500		46,000
Aug. 2002	2,000	1,000		49,000
Sep. 2002	2,000	1,000		52,000
Oct. 2002	2,000	1,000		55,000
Nov. 2002	2,000	1,000		58,000
Dec. 2002	2,000	1,000		61,000
Jan. 2003	2,000	1,000		64,000
Feb. 2003	2,000	1,000		67,000
Mar. 2003	2,000	1,000		70,000
		Total		6,57,000

Interest 6,57,000 × $\frac{1}{12}$ × $\frac{9}{100}$ = Rs. 4,927.50

Rounded off to Rs. 4,928.

(Less than 50 paise to be ignored. 50 paise and above to be rounded off to next higher rupee.)

NOTE.—Repayment towards the advance of Rs. 10,000 taken in June, 2001, will be from the pay of July, 2001 which has to be accounted for in August, 2001. Balance amount will be of Rs. 4,000 in June, 2002 which is to be added with the advance taken in June, 2002 and the consolidated advance of Rs. 10,000 (Rs. 4,000 + Rs. 6,000) has to be recovered in 10 instalments starting from the pay of July, 2002.

B - For part of a year

If in the above example, if the Government servant retired on superannuation on 30-11-2002, then.—

Closing Balance as on 31-3-2002 Rs. 42,000

Month	Subscription	Refund	Advance/ withdrawal	Balance
	Rs.	Rs.	Rs.	Rs.
April, 2002	2,000	500		44,500
May, 2002	2,000	500		47,000
June, 2002	2,000	500	6,000	43,500
July, 2002	2,000	500		46,000
Aug. 2002	2,000	1,000		49,000
Sep. 2002	2,000	1,000		52,000
Oct. 2002	.....	.....		52,000
Nov. 2002	.....	.....		52,000
		Total		3,86,000

Interest 3,86,000 × $\frac{1}{12}$ × $\frac{9}{100}$ = Rs. 2,895.

NOTE.—As per GID (1) below Rule 7 (4) of GPF (CS) Rules, as the Government servant is to retire on 30-11-2002, the subscription and recovery of advance has to be compulsorily stopped from the pay of September, 2002.

11

Medical Attendance Rules

[Swamy's — Medical Attendance Rules]

1. General Scope

Employees and their family members are entitled to reimbursement for medical attendance and treatment. The reimbursement is for the following medical facilities:—

In India only—

1. Avitaminosis and Hypovitaminosis.
2. Correction of squint (eye).
3. Disease(s) causing general debility and secondary anaemia.
4. Treatment for immunizing and prophylactic purposes—in the case of communicable diseases only.
5. Venereal diseases and Delirium Tremens.
6. Treatment of sterility.
7. Operation for sterilization.
8. Medical termination of pregnancy performed at Government hospital/recognized institution.
9. Confinement including at residence if attended by Child Welfare and Maternity Centres staff; Pre-natal and post-natal treatment.
10. Testing of eyesight for glasses (once in three years) — For employees only.
11. Blood and blood transfusion charges.
12. Dental treatment—(only in Government hospitals, private recognized hospitals) Surgical operations needed for removal of Odontomes and impacted wisdom-tooth; Treatment of gum boils; Extraction.

    Scaling and gum treatment including Pyorrhoea and Gingivitis, Filling of teeth (cost of denture not reimbursable), Root canal treatment.
13. Anti-rabic treatment.
14. Cost of Hepatitis Vaccine B & C.

Outside India also—

1. Cardio vascular surgery.
2. Kidney transplant.
3. Other organ transplant.
4. Joint replacement and surgery.
5. Bone-marrow transplant.
6. Certain types of medical and oncological disorder, such as Leukaemia and neoplastic conditions.
7. Micro vascular surgery and neuro surgery.
8. Treatment with Laser which obviates the need of open surgery.
9. Treatment with Argon, Krypton and Yag Laser in Ophthalmic cases.
10. Extra corporeal stone disintegration by ultrasonic shock waves.

Medical treatment abroad requires a certificate from the Standing Committee established for the purpose.— *Rules* 8 & 11.

Reimbursement of charges for special nursing.— The charges incurred for any special nursing during in-patient treatment, shall be reimbursed to the extent which is in excess of 25% of the pay of the employee for the period for which special nursing was necessary. However, the expenses incurred on the engagement of special nurse/attendant/ayah at the residence of the patients are not reimbursable.— *Rule* 2, *GID* (28) *and OMs, dated* 14-6-1995 *and* 15-9-1995.

Surgical/Clinical charges incurred for Kidney Donors.— Government servants are eligible for reimbursement of expenses incurred on the surgery and post-operative care of the donor of the kidney to them or to a member of their family for transplantation. If undertaken at private recognized hospital, reimbursement will be restricted to CGHS approved rates.— *Rule* 8, *GID* (13).

Intra-Ocular Lens Implantation.— (*a*) Actual cost of Implantation and treatment thereto reimbursable if undertaken at Government hospital; if undertaken at private recognized hospitals reimbursement of actual cost will be limited to Rs. 6,500.

(*b*) For conventional cataract operation, cost of spectacles for correction of distant/near vision limited to Rs. 200 reimbursable. Replacement of such spectacles if advised by AMA admissible every three years.— *Section* 1, *Rule* 8, *GID* (14).

(*c*) Admissible for members of family also.

Artificial Appliances.—Reimbursement if prescribed by specialist of Government and recognized hospitals admissible in the following cases:—

1. Procurement/Adjustment/Repair of Artificial Orthopaedic Appliances.
2. -do- Artificial Hearing Aid.
3. Cost of Heart Pace Maker and Replacement of Pulse Generator.
4. Replacement of diseased Heart Valves, Artificial Electronic Larynx.
5. Cost of knee and hip implants.
6. Cost of Nebulizer.— *Section* 1, *Rule* 8, *GIDs* (6) *to* (9), 17, 18 *and* 22.

2. Authorized Medical Attendants

1. A Department of the Central Government or Head of Department as specified in SR 2 (10) is empowered to appoint Medical Officers under the employ of the Central Government, State Governments and Union Territories, as also Medical Officers not in Government employ, i.e., private registered medical practitioners as Authorized Medical Attendants. Under the CS (MA) Rules, if no such Medical Officer is appointed, the following are AMAs:—

(*a*) *For Group 'A' Officers and others drawing pay not less than Rs. 2,500 p.m.—Principal Medical Officer of the District;

(*b*) *For officers drawing pay less than Rs. 2,500 p.m. but above Rs. 1,200 p.m.—Assistant Surgeons, Grade I, in the station; and

(*c*) For the rest—Assistant Surgeons, Grade II (Medical Licentiate), or if he is not available, Assistant Surgeon, Grade I (Medical Graduate).

* In the pre-1996 pay scales.

2. Private Medical Practitioners are appointed as AMAs where adequate number of Government Doctors in various systems of medicines are not available or when their services are not available within a radius of five kilometres or because of the remoteness of the area.

3. The AMA of a Government servant is determined with reference to the place at which he falls ill, irrespective of whether it is the permanent/temporary residence or a place of casual stay.

4. In places where AMAs have been appointed, they should be consulted. If no AMA has been appointed in a suburban area, treatment may be had from AMA employed in a Government hospital in the adjoining city, but not from private medical practitioner appointed as AMA outside the place of duty.— *Rule* 2 (*a*), & *GIDs*.

Reference to Specialist/Other Medical Officer.— If the condition of the patient so requires, the AMA can—

(1) send the patient to the nearest Specialist or other Medical Officer; or

(2) summon the Specialist/Medical Officer to attend on his patient who is too ill to travel.— *Rule* 5.

3. Recognized Hospitals

General Treatment

1. All State Government hospitals, including those maintained by Municipal Committees and District Boards;

2. All hospitals, primary health centres and dispensaries recognized by State Governments for treatment of their employees and/or members of their families;

3. All hospitals/dispensaries attached to Public Sector Undertakings/Projects/Port Trusts;

4. All maternity and child welfare centres with facilities for indoor treatment and recognized by State Governments;

5. Cantonment hospitals in cantonment areas where there are no Government hospitals, for treatment of Government servants and members of their families residing in those areas and also in the adjoining areas outside cantonment limits;

6. All Railway hospitals;

7. Pay clinics in Bihar, Punjab, Haryana, Uttar Pradesh, Madhya Pradesh, Rajasthan and Chandigarh; and

8. All Hospitals recognized by the State Government/CGHS Rules/C.S. (M.A.) Rules.

9. All Hospitals fully funded by the Central Government or State Government.

Special Diseases

1.	Cancer; Hodgkin's Disease; Leukaemias	Hospitals where specialized treatment for cancer is available and recognized for the purpose.
2.	Mental	Recognized mental hospitals
3.	Poliomyelitis; Cerebral Palsy; Spastics	Hospitals where specialized treatment for poliomyelitis is available and recognized for the purpose.
4.	Tubercular	Recognized hospitals and all institutions/hospitals/ clinics, etc., providing treatment for tuberculosis directly administered by State Governments.
5.	Leprosy	In-patient institutions recognized for the purpose and all institutions/hospitals/ clinics, etc., providing facilities for treatment of leprosy, which are directly administered by the State/Central Government.

6.	Thalassaemia Major	All institutions/hospitals/clinics, etc., providing facilities for treatment of Thalassaemia Major which are directly administered by the State Government or attached to Public Sector Undertakings/ Projects.
7.	Diabetes	All Recognized Hospitals.
8.	Chronic Active Hepatitis, Subset of Hepatitis-B infection	All Recognized Hospitals

— *Appendices* - I *to* VII *and Section* 3.

4. Concessions for Family

1. Definition.—'Family' means employee's—

(*i*) *Husband/Wife* including more than one wife and also judicially separated wife.

(*ii*) *Parents* and *Stepmother*.

In the case of adoption, only the adoptive and not the real parents.

If the adoptive father has more than one wife, the first wife only.

A female employee has a choice to include either her parents or her parents-in-law; option exercised can be changed only once during service.

(*iii*) *Children* including legally adopted children, stepchildren and children taken as wards subject to the following conditions:—

Son	...	Till he starts earning, irrespective of age-limit.
Daughter	...	Till she starts earning or gets married, whichever is earlier, irrespective of age-limit.
Son suffering from permanent disability of any kind (physical or mental)		No age-limit.

(*iv*) Widowed daughters and dependent divorced/separated daughters.

(*v*) Sisters including widowed sisters.

(*vi*) Minor brothers and dependent brothers.

2. Dependency.— Members of the family (other than one spouse) whose income is less than Rs. 1,500 p.m. are treated as dependants. Parents residing with the rest of the family members in a station other than the employee's headquarters are also eligible for reimbursement. In the case of pensioners, the original pension (before commutation), pension equivalent of

DCRG benefit and exclusive of the relief on pension sanctioned after December, 1995, should be taken into account.

3. When both husband and wife are employed.— (*a*) The spouse employed in a State Government, Defence/Railways or Corporation/Bodies financed partly/wholly by the Central/State Government, local bodies and private organizations, which provides medical services, may choose either the facilities under the Central Government rules or facilities provided by the organization in which the spouse is employed.

(*b*) Where both are Central Government servants, either of them may prefer claim for self and eligible members of their family, according to his/her status.

(*c*) In both the types of cases, a joint declaration is required to be furnished as to who will be preferring the claim. In the absence of joint declaration in the case coming under (*b*), the concession is to be availed of by the wife and family members according to the status of the husband. Declaration may be changed as oftentimes as the circumstances like promotion, transfer, resignation, etc., require.

(*d*) If judicially separated, pending decision on guardianship, reimbursement for children may be allowed to either spouse.

(*e*) If the spouse is in receipt of fixed medical allowance, the Government servant can avail medical facilities under Medical Attendance Rules for himself and members of family residing with him except for the spouse.—*Section* 4.

5. Guidelines

1. The treatment at the consulting room of AMA is limited to ten days with a maximum of four consultations and normally ten injections. The number of injections may go up to fifteen depending on patient's ailment.

2. The limit of ten days' treatment at the consulting room of AMA may be increased to twenty days if the treatment is had in Indian system of Medicines and in Homoeopathy. The total number of consultations will, however, remain four.

3. The limit of four consultations within ten days is applicable for attendance with a Specialist/other Medical Officer and will count from the date from which the Specialist/other Medical Officer, is consulted.

4. Cases of medical treatment requiring hospitalization have to be referred to Government/recognized hospital.

5. If hospitalization is not considered necessary, but treatment is expected to be prolonged requiring more than four consultations or more than a course of fifteen injections, as the case may be, either separately or concurrently, the patient should be referred to out-patient department of Government/recognized hospital.

6. If, for want of accommodation, admission to a hospital is not possible, reimbursement of expenses incurred on treatment is permissible to the extent otherwise admissible.

7. Separate claim is to be preferred for each spell of illness or an entirely new disease.

8. To justify a claim for a second time, for the recurrence of the same disease, there should be a reasonable gap between the closing of the first spell and the recurrence of the second spell.

9. When a patient consults the same AMA in regard to the super imposition of another disease during the course of treatment of one disease, it is regarded as a fresh consultation and charged for at full rates.

10. Every consultation after the first for the same illness of the same patient with the same AMA is treated as subsequent consultation and charged for at the prescribed lower rates.

11. If at the time of consultation the Medical Officer consulted also administers injections, he will be entitled to charge fees both for the consultation and for the injection at the prescribed rates. However, if at a later stage the Medical Officer administers injections prescribed at the previous consultation, fees should be charged for injections only.

12. Consultation on the tenth day of treatment is permissible, if no medicine is prescribed on that consultation.— *Section* 1, *Rules* 2 & 3 *GIDs.*

13. Purchase of Allopathic medicines and drugs can be made from any chemist/druggist licensed under the Drugs and Cosmetics Act and rules framed thereunder. Purchase of Ayurvedic/Siddha/Unani medicines can be made only from approved pharmacies.

14. The Controlling authorities should ensure that the prices charged and reimbursed are in accordance with the Drugs Price Control Order issued from time to time, i.e., as indicated in the labels, cartons, etc.— *Appendix-IX.*

15. The claim for reimbursement should be received within 3 months. However, subject to certain conditions, the Departments/Ministries may condone the delay beyond 3 months.— *Section* 1, *GIDs* (8) *and* (9).

16. Reimbursement of medical claims of Government servants who are admitted in the Hospitals before retirement but discharged after their retirement should be made by their own Office/Department/Ministry concerned.— *Rule* 1, *GID* (5).

6. Medical Advance

Admissibility.—1. Admissible to all Government servants irrespective of pay limit.

2. An advance may be paid for in-patient treatment in a recognized hospital.

3. May also be paid for treatment of TB, Cancer, Acute Myeloid Leukemia and Chronic Active Hepatitis at the consulting room of the Medical Officer, at the residence of the Government servant or as an out-patient.

4. For purchase/replacement, repair and adjustment of admissible artificial appliances.

5. Application for advance should be accompanied by necessary certificate from the Medical Officer/Specialist indicating the duration of treatment and the anticipated cost thereof, under the rules.

6. For temporary officials, surety from permanent Government servant is required.

Amount of advance.—1. (*a*) *For indoor treatment in hospital and for out-patient treatment for cancer, etc.*— Rs. 10,000 or the amount recommended by the Physician, whichever is less, where the duration of the treatment is 3 months' or less.

(*b*) *For major illness of Bypass Surgery, Kidney Transplant, etc.*—90% of the package deal wherever it exists, or the amount demanded by the hospital concerned in other cases.

(*c*) *For TB where the duration of treatment is more than* 3 *months.*— 80% of the estimated cost or Rs. 36,000, whichever is less, on the certificate of the hospital authority as to the duration and cost of treatment.— *OM, dated* 15-5-1996.

2. The advance may be paid in one or more instalments for the same illness or injury, subject to the limit prescribed.

3. There is no limit for the number of advances payable to an official with reference to himself and to each member of his family and for each case of illness.

Adjustment of advance.— Advance paid to the official is to be adjusted against the relevant claim and balance, if any, recovered from pay in four instalments. In cases of prolonged treatment, reimbursement may continue to be allowed on the basis of necessary certificate in this regard, the advance being adjusted in the final claim.

When advance is paid direct to the hospital, the employee should submit the adjustment bills for final settlement within one month from the date of his discharge from hospital. The Head of Office will correspond direct with the hospital for refund of the unutilized balance, if any.

When Government servant is too ill to apply.— In case of serious illness/ accidents where the official is unable to apply, the advance may be sanctioned on an application in writing made on his behalf by his wife or other legal heir.

Special provisions.— In the case of the following artificial appliances, once the instrument/equipment is prescribed by the Specialist in a Government/ recognized hospital, the Administrative Ministries/Departments would make the payment direct to the supplying agency and not to the Government servant:—

(*i*) Supply of the Heart Pace Maker and the replacement of its Pulse Generator.

(*ii*) Replacement of diseased Heart Valves.

(*iii*) Artificial Electronic Larynx.

(*iv*) Artificial Hearing Aid.— *Section* 1, *Rule* 8, *GID* (6).

7. T.A. for medical attendance and treatment

Employees and members of their families are entitled to T.A. for their journeys to obtain appropriate medical attendance and treatment if it is certified by the AMA/Specialist/Medical Officer attached to the Hospital to whom the patient was referred, that the journey was unavoidably necessary to obtain treatment. The entitlements are as under—

1. Journey by rail/road/sea/air.—The patient (Government servant or member of his family) and also attendant (wherever recommended) entitled to T.A. *plus* D.A. for the period of journey undertaken by rail, road, sea (ship, steamer, etc.) and air (within and outside the country). No D.A. for halt.

2. Journey within same city and the distance travelled is more than 8 kilometres each way.—Actual conveyance charges limited to mileage allowance at tour rates for the Government servant and at half the tour rates to family members.

3. Special provision.—Refund of air fare paid in individual cases will be considered on merits if Government is satisfied that air travel was absolutely essential and that travel by any other means would have definitely endangered the life of the patient/involved a risk of serious aggravation of his condition. Patients from Imphal and other similarly placed stations and Tripura referred for treatment to Kolkata and back are eligible for air travel facility.— *OM, dated* 30-10-1995.

4. Ambulance charges (reimbursement).—

(*i*) The ambulance should be used within the same city.

(*ii*) The ambulance should belong to Government or local fund or a social service organization such as Red Cross Society, etc.

(*iii*) The ambulance is used to convey a patient to a place of treatment or from one hospital to another for purposes of certain medical examination, etc.

(*iv*) It should be certified that the conveyance of the patient by any other means would definitely endanger his/her life or grossly aggravate the conditions of his/her health.

5. Attendant/Escort.—T.A. as for family member for journeys both ways if it is certified that it is unsafe for the patient to travel unattended and that an attendant/escort is necessary to accompany him to the place of treatment.

T.A. as above will also be admissible if it becomes necessary for an attendant/escort to travel again to fetch the patient and so certified.

6. Travelling Expenses incurred for Kidney Donor.— Government servants are eligible for reimbursement of travelling expenses of the donor of a kidney to them or to a member of their family for the journeys made in connection with the transplantation at the following rates:—

(*a*) If the donor is a private person, T.A. is admissible at the rates of the recipient Government servant;

(*b*) If the donor is another Government servant or his family member, T.A. is admissible at the rates applicable to the donor Government servant.—*Appendix* - VII.

7. Advance of T.A.— Advance of T.A. to the extent admissible may be granted, adjustable against the subsequent claim for T.A. on completion of journey or on 31st March, whichever is earlier.—*Appendix* - VII.

8. Relaxation of rules

In cases of serious accidents or illness, an employee or a member of his family may be admitted for emergent treatment in the nearest private hospital in the absence of a Government or recognized hospital nearer than the private hospital. Reimbursement of expenditure may be allowed in such cases by the Heads of Departments as defined in Rule 3 (1) (*f*), *Delegation of Financial Powers Rules,* subject to the following guidelines:—

1. The persons on the spot may use their discretion for taking the patient to the private hospital. The question whether it was a case of real emergency necessitating admission in a private institution will be decided on merits by the controlling authorities.

2. Medical expenses incurred in a private hospital are reimbursable without any distinction between private hospitals and private clinics/nursing homes; but treatment in private clinics/nursing homes of AMAs is not permissible.

3. There is no limit on the amount that can be reimbursed, but individual ceilings prescribed for various items of treatment under different systems of medicine have to be applied.

4. In a case where the expenditure likely to be incurred on the treatment of Government servant or member of his family admitted to a private hospital in emergent circumstances (under the relaxation provision) is beyond the paying capacity of the employee, the Department of the Government of India may authorize the controlling authority to meet directly the expenditure incurred on admissible items of treatment subject to the prescribed limits. The Controlling Officer may make advance payments or advance deposits to the hospital, if demanded.— *Appendix* - VIII.

9. Treatment outside India

Medical treatment outside India is permissible for treatment for certain ailments (*see* list in Subject 1) for which facilities are not available in India. The Standing Committee constituted for this purpose by the Ministry of Health and Family Welfare will give approval for treatment and reimbursement. Prior approval of the Committee is essential. However, if approval could not be obtained due to circumstances beyond the control of the employee, reimbursement may be allowed subject to fulfilment of other conditions.

The Committee, if satisfied, authorizes an attendant to accompany the patient, he/she is entitled for to and fro air fare. The expenditure on this account also will be reimbursable.— *Rule* 11 *and GID.*

10. Medical claims — Some useful tips

1. Your pay and place of illness will determine who your AMA is.

2. Consult your AMA first and proceed according to his advice.

3. Ensure that you purchase only the reimbursable medicines from the approved pharmacy in case of treatment under Ayurvedic, Siddha and Unani systems. Consult Swamy's latest List of Medicines—admissible and inadmissible.

4. Support your claims with all the prescribed certificates.

5. Ensure that you get cash vouchers correctly and properly and get the countersignature of the AMA on each of them.

6. Ensure that the Essentiality Certificate given by the AMA is correctly filled in.

7. Ensure that the AMA's designation, qualification and Registration No. are correctly given.

8. If you go to a hospital for treatment as in-patient either for yourself or a family member, inform the Medical Officer-in-charge of your pay so that he may allot accommodation according to your status.

9. Once you are admitted as in-patient, follow the rules and procedure of the hospital. Rules vary from hospital to hospital.

10. Before leaving the hospital after treatment, get the hospital bills, receipts, vouchers, essentiality certificates, etc., duly signed or counter-signed by the AMA or by the Medical Officer-in-charge of the hospital, as the case may be, for claiming refund.

11. You need not consult your AMA for getting in-patient treatment for yourself or family members from a hospital where you are normally entitled to the treatment. Female members may, however, be admitted in any recognized women's hospital.

12. Ensure that the claim is preferred within 3 months of completion of treatment.— *Appendix* - X.

12

Central Government Health Scheme

[Min. of Health & FW — A Compilation of the CGHS
and OM, dated 21-1-1991]

1. General Provisions

The Scheme is available at present at the following cities as notified by Government:—

Ahmedabad
Allahabad
Bangalore
Chennai
Delhi/New Delhi
Faridabad
Ghaziabad
Gurgaon
Guwahati
Hyderabad
Jaipur
Jabalpur
Kanpur
Kolkata
Lucknow
Meerut
Mumbai
Nagpur
Noida
Patna
Pune
Thiruvananthapuram

Bhubaneshwar and Ranchi.— For pensioners and employees of IA & AD only.

Applicable to.—1. All employees paid from Civil Estimates (other than those employed in Railway services and those employed under Delhi Administration) having their headquarters and their family members in the cities mentioned above.

2. Central Government pensioners (excluding Railways and Armed Forces pensioners) and those retiring with Contributory Provident Fund benefits and their families.

3. Widows/Child getting Family Pension, including minor brothers and sisters of such child.

4. Delhi Police employees and their families.

5. Civilians of the Defence Services at all stations (except Mumbai) where the scheme is in operation.

NOTE 1.—The Government servant should reside in the area covered by the Scheme. Pensioners can get their names registered with any of the dispensaries, whether they were residing in that city or not.

NOTE 2.—An employee covered by the Scheme whose spouse is employed in Defence or Railway Services, State Government or Corporations or Bodies financed partly or wholly by the Central Government or State Government, Local Bodies and Private Organizations which provide medical facilities can opt out of the Scheme and avail of the medical facilities provided by the employer of the spouse.

NOTE 3.— If an employee or a member of his family covered under CGHS falls ill at a place not covered under CGHS, treatment shall be admissible under CS (MA) Rules.— *OM, dated* 2-6-1995.

Family.— For definition, *see* Subject 4 under Section 11.

If both husband and wife contribute to the CGHS, eligible parents of both may avail the benefits.

2. Contributions

A compulsory monthly contribution is levied on all entitled classes of Government servants/pensioners as indicated below—

Pay Range	Pension/Family Pension	Rate of monthly contribution
		Rs.
Up to Rs. 3,000	Up to Rs. 1,500	15
Rs. 3,001 to Rs. 6,000	Rs. 1,501 to Rs. 3,000	40
Rs. 6,001 to Rs. 10,000	Rs. 3,001 to Rs. 5,000	70
Rs. 10,001 to Rs. 15,000	Rs. 5,001 to Rs. 7,500	100
Rs. 15,001 and above	Rs. 7,501 and above	150

— *OM, dated* 3-7-2000

When both husband and wife are Central Government servants covered by the Scheme, the contribution will be recovered from only one of them whose pay is higher. The recovery of contribution is effected through monthly salary of bills. It is recoverable during the period of duty, suspension and leave (other than EOL) not exceeding four months. In respect of leave exceeding four months, the employee has the option not to pay the contribution in which case the facilities under the scheme will not be available to him and his family members.

3. Pensioners/Family Pensioners

Eligibility.—All Central Government pensioners/family pensioners (except Railways/Armed Forces pensioners/family pensioners) including those who retired with Contributory Provident Fund Benefits, who were eligible for availing Central Government Health Scheme facilities while in service are eligible for availing CGHS facilities after retirement irrespective of whether they were or were not availing CGHS facilities while in service. It is not necessary that these pensioners/family pensioners should be living in the areas covered under the CGH Scheme.

Registration.—The pensioners/family pensioners have the option to get their names registered with any of the dispensaries in the above-mentioned cities. They should make an application in the prescribed pro forma to the Additional Director, CGHS concerned stationed in the above cities who will issue CGHS Identity card.

Registration fee.—A retired employee who does not join the CGHS immediately after retirement has to pay a registration fee of Rs. 30, if he subsequently desires to get himself registered with the CGHS and apply for the CGHS identity card as mentioned in the preceding para.

The pensioners/family pensioners have an option to pay contribution based on the pay last drawn by them/deceased employee and avail of the facilities available to serving employees *or* to pay contribution based on their pension/family pension and avail limited facilities. They have to deposit contributions for one year in advance for the period ending December of the year, with the concerned PAO.

Permanent CGHS card will be issued to avail of the facilities for life—

(*i*) to a Government servant who pays at the time of his retirement lumpsum equal to 10 years' contribution, in advance;

(*ii*) to a Pensioner-beneficiary, who pays in lump balance contribution for the remaining period out of 10 years; and

(*iii*) to a Pensioner who had already subscribed for 10 years and over after retirement.

Pensioners while on re-employment shall pay normal contribution like other serving employees.— *OM, dated* 29-8-1995.

4. When family alone can avail the facilities

An employee transferred to another CGHS station or goes to serve abroad leaving his family at the old station may continue to pay the contribution, in which case his family can continue to receive the benefits at the old station for that duration.

5. Facilities available

(*i*) Medical attendance including consultation with the AMA at a CGHS Dispensary, Polyclinic or CGHS Wing of the Hospital, or at recognized hospitals.

(*ii*) X-ray, Laboratory and other diagnostic facilities at CGHS laboratories or other laboratories or recognized hospitals.

(*iii*) Supply of drugs prescribed by the AMA, administration of injections/dressing/minor surgical procedures in the dispensaries or specialists centres.

(*iv*) *Hospitalization facilities.*—Antenatal/confinement/postnatal care facilities.

(*v*) Treatment at a specialized hospital (even though not recognized under the Scheme) if the Director, CGHS, certifies that such treatment is essential for the recovery/prevention/checking of deterioration of the patient's conditions.

(*vi*) Special treatment for diseases like TB, Cancer, etc.

(*vii*) Specialist consultation in selected centres and Polyclinics/Hospitals, etc.

(*viii*) Super speciality treatment, e.g., Kidney Transplant and Coronary Artery Bypass Graft (CABG), etc.

(*ix*) Facilities for Dental treatment.

(*x*) Intra-ocular lens implantation/treatment and cost of spectacles after cataract operation as in Subject 1 under Section 11.

(*xi*) Reimbursement of charges for undergoing Angioplasty/PTCA in the recognized hospitals with prior permission of CGHS.—*OM, dated* 23-6-1995.

(*xii*) Post-operative treatment relating to Neurosurgery, Cardiac Diseases, Cancer, Kidney transplantation and hip/knee replacement surgery in the same institutions/hospitals where the surgery was earlier carried out with prior permission of CGHS.— *OM, dated* 20-9-1995.

(*xiii*) For OPD treatments, beneficiaries should get the medicines only from CGHS Dispensary concerned and the cost of medicines purchased from outside is not reimbursable.— *OM, dated* 24-7-1995.

NOTE.—Beneficiaries drawing basic pay of Rs. 12,000 and above may have direct consultation with the Specialists in Government/State Government hospitals.— *OM, dated* 4-9-1998.

6. Hospital accommodation/Free diet

Pay limits for entitlement of Hospital accommodation/Nursing home facilities and Free diet:

(*a*) *Entitlement of accommodation*

Basic Pay Range Rs.	Private hospitals recognized by CGHS	AIIMS, New Delhi	Govt./Municipal Hospitals
Up to 7,500	General Ward	General Ward	...
7,500 and above	...	...	Nursing Home facilities
7,501 to 10,500	Semi-private Ward	General Ward	-do-
10,501 to 13,499	Private Ward	Private Ward	-do-
13,500 and above	-do-	Deluxe Ward	-do-

(*b*) *Free diet*

Up to Rs. 6,000	...	for TB/Mental disease patients.
Up to Rs. 4,050	...	for others.

Procedure for referral to recognized hospitals.—The beneficiaries will have the option of availing specialized treatment at CGHS recognized hospitals of his/her choice after a Specialist of CGHS/Government hospital recommends for the same. A certificate regarding non-availability of beds in Government hospital would not be required. The terms "Government hospital" would include any hospital of a State Government/Government Departments such as Railways, Atomic Energy Commission, etc., as also hospitals of PSUs. In non-emergency cases, once the recommendation (regarding line of treatment) has been obtained, the procedure for obtaining Administrative approval would be as follows:—

(*i*) After the Specialist advises a procedure in writing, the permission letter for taking such treatment in a CGHS recognized private hospital/referral hospital of choice in the same city, would be given by the parent Department/Office of the employee.

(*ii*) *In case of Pensioners*, after the initial advice of a Specialist has been obtained, the permission letter for such treatment would be given by the CMO in-charge of the concerned CGHS dispensary, but the bill would be raised in the name of Additional Director, CGHS concerned, and the payment will be made by CGHS Directorate.

(*iii*) In case of Medical emergency serving employees who is taking treatment in some CGHS dispensary / Government hospital and desires to obtain treatment in a private hospital recognized under CGHS, the Heads of the Departments may grant permission for indoor treatment on the basis of clear recommendation of the Government specialist or CMO in-charge of the dispensary.

The Heads of Departments may decide the cases of reimbursement of medical claims in respect of treatment obtained by serving employees in emergency at private hospital/private nursing home/private clinic subject to item-wise ceiling as per rates prescribed for CGHS beneficiaries without financial limit on the total amount to be reimbursed.

In the case of Pensioners, the above permission to be obtained from Government Specialist or CMO in-charge of the dispensary.

(*O.Ms., dated* 17-4-1999, 7-3-2000 *and* 24-10-2000)

(*iv*) The expenditure to be reimbursed by the parent department/office/ CGHS Directorate, as the case may be, would be restricted to the package deal rates/rates approved by the Government. Excess expenditure, if any, would have to be borne by the beneficiary.

(*v*) In case the beneficiary, inspite of the facility being available in the city still chooses to get treatment in another city, permission of the CGHS authorities of the city would have to be obtained. In such cases, no T.A./D.A. will be paid.

(*vi*) *In case of pensioners*, for treatment in another city when such facilities are not available in the same city, Head of the CGHS may grant permission on the specific advice of the Specialist. T.A. may be limited to referral hospitals available in the nearest city for the shortest route.

(*vii*) Where there is no prescribed CGHS rates for procedures/investigations, the Head of the Department/CGHS of the city may grant up to Rs. 20,000 as per the recommended rates of the Government Specialist, limited to the AIIMS rates. If the AIIMS have not fixed any rate for any particular procedure/investigation/test, reimbursement may be made as per actuals.

13

Government Quarters

[Swamy's — FR & SR, Part-I]

1. Allotment of Quarters

Eligibility.—As per basic pay range including stagnation increment but excluding NPA.

Priority date.—The date from which the Government servant is continuously in service in respect of Type I to Type IV accommodation and accommodation in Working Girls' Hostel; and

The earliest date from which the Government servant is continuously drawing emoluments relevant to a particular type or a higher type in respect of Type V (A) to Type VIII accommodation, single and double room hostel accommodation.

Where the priority date of two or more officers is the same, seniority among them shall be determined by the emoluments, and the officer drawing higher emoluments will be given first preference; where the emoluments are equal, the length of service will be the criterion; and where both the emoluments and the length of service are equal, the officer in the higher scale of pay will get preference.—*SR* 317-B-2.

2. Licence Fee

A. RESIDENTIAL ACCOMMODATION From 1-4-2001

Pay Range	Entitled Type	Living Area (in sq. mt.)	Licence Fee	Remarks
Rs.			Rs.	
2,550-3,049	I 'A'	Up to 30	23	Sharing toilet facilities meant for more than two quarters.
		-do-	30	Sharing toilet facilities meant for two quarters.
		-do-	53	Old quarters with plinth area less than 300 sq. ft.

Pay Range	Entitled Type		Living Area (in sq. mt.)	Licence Fee	Remarks
Rs.				Rs.	
			Up to 30	67	Quarters with plinth area of 300 sq.ft. and more.
3,050-5,499	II	‘B’	26.5 to 40	120	...
			41 to 50	153	...
5,500-8,499	III	‘C’	34.5 to 55	181	...
			56 to 65	221	
8,500-11,999	IV	‘D’	59 to 75	245	...
Not less than 10,000	IV Spl.		76 to 91.5	306	
12,000-15,099	V-A	‘E’	Up to 106	434	...
15,100-18,399	V-B		Beyond 106	527	
18,400-22,399	VI-A	‘E-1’	Up to 159.5	645	...
22,400-24,499	VI-B		Beyond 159.5	771	
24,500-25,999	VII	‘E-2’	189.5 to 224.5	906	...
26,000 and above	VIII	‘E-3’	243 to 350	1,299	...
			350.5 to 522	1,911	

For Servant quarters : Rs. 30 For Garages: Rs. 18

B. HOSTEL ACCOMMODATION

Monthly pay	Type of Hostel	Living area (sq. mt.)	Licence Fee
Rs. 6,500	Single room suites without kitchen	21.5 to 30.0	Rs. 165.00
Rs. 6,500	Single room suites with kitchen	30.5 to 39.5	Rs. 234.00
Rs. 8,500	Double room suites with kitchen	47.5 to 60.0	Rs. 321.00

These rates would be subject to a maximum ceiling of 10% of monthly emoluments of the allottee.

The above rates of licence fee for ‘‘Hostel Accommodation’’ are also applicable in respect of Transit Pool Accommodation throughout the country.— *SR* 317-B-5, *FR* 45-*A and O.M., dated* 10-5-2001.

Working Girls Hostel.—All lady officers without limit of emoluments will be eligible.

C. LADIES' POOL OF ACCOMMODATION

Lady Officers are eligible for allotment in the entitled type from the ladies pool. For two-roomed hostel accommodation and regular accommodation Type ‘A’ (I) to Type ‘E-1’ (VI), the ratio is 1 : 1 for married and single lady officers; for single room hostel accommodation, the ratio is 1 : 3.—*SR* 317-B-8, *GIO*.

Licence fee in case of allotment of higher accommodation.— If a Government servant is allotted quarters of a type higher than his entitlement on his own request, three times the flat rate of licence fee or full standard licence fee under FR 45-A, whichever is higher, will be charged.—*FR* 45-A, *GIO* (5).

Payment of Licence Fee.—1. When an allotment of accommodation or alternate accommodation is accepted, liability for Licence Fee will commence from the date of occupation or the eighth day from the date of receipt of the allotment, whichever is earlier.

2. If after acceptance, possession is not taken of the accommodation within eight days from the date of receipt of allotment letter, Licence Fee will be charged from such date up to a period of twelve days for which period House Rent Allowance is also not payable.— *SR* 317-B-12 (1) *and GIO*.

3. At least ten days' intimation is to be given to the Director of Estates for vacation of residence, when the allotment of the residence will be deemed to have been cancelled with effect from the eleventh day of the receipt of the intimation, or the date specified in the letter, whichever is later. Failure to give due notice will entail payment of Licence Fee for ten days or the number of days by which the notice falls short of ten days.—*SR* 317-B-14 (1).

3. Concession of allotment of quarters to dependant— on retirement of allottee

When a Government servant in occupation of Government residence retires from service, his/her son, daughter, daughter-in-law, or spouse may be allotted Government residential quarters on payment of normal licence fee, if the proposed allottee satisfies the following conditions:—

1. Should be a Government servant eligible for allotment of Government residence.
2. Should apply to the Competent Authority in the prescribed form along with an affidavit from the retired Government servant within two months from the date of retirement.
3. Should have been residing with the retiring employee continuously for the last three years or more immediately preceding the date of retirement, and should not have drawn HRA for that period if employed in the same station and residing with the retiring employee in the same Government accommodation.
4. If appointed or transferred to the station within three years, the date on which so appointed or transferred will be the crucial date for enforcing condition 3 above.
5. Concession not available if dependant secures employment after the date of retirement of the employee but during the period of re-employment.
6. The retiring employee or any member of his family should not own a house in the place of posting of the dependant.

7. All dues/outstandings pertaining to the premises occupied by the retiring employee should have been completely cleared.

The dependant will be allotted the accommodation to which he is entitled. The emoluments drawn by the dependant on the crucial date/cut-off date will be taken into account for determining the entitled type of accommodation.

This concession would not be available to an eligible dependant, if any other dependant (member of the family) is already in occupation of Government accommodation.

This concession of allotment is not available to temporary employees of ICMR, ICAR, CSIR, CRRI and CBI & P Organizations, on retirement of their parent/spouse.— *SR* 317-B-26, *GIOs* (1) *to* (4).

4. Concession of allotment of quarters to dependant — on death of allottee

When a Government servant in occupation of Government residence dies while in service, his/her eligible dependant (near relation) may be allotted Government accommodation on payment of normal licence fee on the following conditions:—

1. The dependent employee should have resided with the deceased officer for at least six months prior to date of death.
2. If the eligible dependant is not employed at the time of death, he/she should get an employment in an eligible office within a period of two years from the date of death and the accommodation in occupation is not vacated.
3. The dependant will be allotted the accommodation to which he is entitled.
4. All dues/outstanding pertaining to the premises occupied by the deceased employee should have been completely cleared.
5. Application for allotment may be submitted within a period of two months from the date of death of the allottee or date of appointment in Government service, whichever is later.
6. The concession is not admissible if the deceased employee or the dependant owns a house/plot at the place of posting.—*SR* 317-B-26, *GIO* (3).

5. Quarters to house-owning employees

1. An employee who owns a house either in his name or in the name of any member of his family in the station of his posting or in the adjoining municipal area is also eligible for allotment of residential accommodation, subject to payment of enhanced Licence Fee as fixed by Government.

2. Not eligible for *ad hoc* allotment.— Officer/employee who owns a house either in his name or in the name of any member of his family in the station of his posting or in the adjoining municipal area is not entitled to *ad hoc* allotment of accommodation. They are also not entitled to *ad hoc* allotment on grounds such as retirement, death, vacation of Departmental Pool Accommodation, medical grounds, physical handicap, special compassionate grounds, etc.

Exception.— House-owning employees who are personal staff of Ministers (and equivalent dignitaries/VIPs) may be sanctioned *ad hoc* allotment of quarters, one type below their entitlement.

3. Provisions of retention of accommodation in special cases on payment of enhanced licence fee are not applicable to house-owning officers/employees on any ground.— *SR* 317-B-3, *GIO* (1).

6. *Ad hoc* allotment of quarters to handicapped employees

Ad hoc allotment of quarters to handicapped employees may be considered in the following cases:—

1. The blind, i.e., those who suffer from either of—
    - (*a*) Total absence of sight.
    - (*b*) Visual Acuity not exceeding 6/90 or 20/200 (snellen) in the better eye with correcting lenses.
    - (*c*) Impression of the field of the vision subtending an angle of 20 degrees or worse.

2. The deaf, having hearing loss of more than 90 decibels in the better ear (profound impairment) or total loss of hearing in both ears.

3. The orthopaedically handicapped to the extent of 40% and above disability.

4. Mentally handicapped/spastic dependants.— *SR* 317-*B*-9, *GIO* (1).

7. Out-of-turn allotment on medical grounds

Reservation.— In the General Pool Accommodation, 5% of vacancies is reserved for *ad hoc* allotment on medical grounds and for physically handicapped.

For heart ailments.— Government servants suffering from heart ailment will be considered for *ad hoc* allotment on medical grounds and the concession will be restricted to self-ailment only, i.e., if the Government servant himself is suffering from Cardiac ailment.

For TB and Cancer.—In case of pulmonary TB and Cancer, illness of the Government servant and his own family, i.e., wife/husband and the children should alone be considered for the concession of *ad hoc* allotment.

Committee for consideration of out-of-turn allotment of Quarters.— Requests for out-of-turn allotment of accommodation by relaxation under SR 317-B-25 will be considered by constituting a separate Committee for (1) allotment of Types I to IV and (2) allotment of Type IV Special and higher types of accommodation. The Committee shall meet at least once in three months and after scrutiny of the requests, recommend the cases for consideration and orders of the Minister.— *SR* 317-*B*-9, *GIO* (1).

8. Reservation of Quarters for SC/ST Employees

10% in Types 'A' and 'B', and 5% in Types 'C' and 'D' of General Pool Accommodation is reserved for SC/ST employees subject to their eligibility for allotment in their entitled types and in their turn from the separate waiting list to be maintained for the purpose. Vacancies available in the quota reserved for them would be allotted in the ratio of 2:1 to the SC and ST employees respectively. If there is no SC employee, the quota reserved for SC would be allotted to ST employee.

A 60-point roster will be maintained for the purpose of allotment of quarters. For Types 'A' and 'B' accommodation, vacancies at point Nos. 10, 20, 40 and 50 will be for SC employees and point Nos. 30 and 60 for ST employees; for Types 'C' and 'D' accommodation, point Nos. 20 and 40 will be for SC employees and point No. 60 for ST employees. SC/ST employees will also be considered for allotment in their turn along with general category employees.— *SR* 317-*B*-26, *GIOs* (6) *and* (7).

9. Retention of Quarters

Normal period of retention.—An employee who is allotted a Government accommodation is normally permitted to retain the same till it is surrendered by him or he ceases to occupy the residence or the allotment is cancelled/deemed to have been cancelled for any reason by the Director of Estates.

Concessional period of retention.—Employees/families may be permitted to retain the quarters for the periods noted against the events in the Table below, on payment of normal licence fee.

	Events		Permissible period for retention of the residence
(*i*)	Resignation, dismissal, removal or termination of service or unauthorized absence without permission.	...	1 month.

	Events		Permissible period for retention of the residence
(*ii*)	Retirement or terminal leave		2 months on normal licence fee; and another 2 months on double the normal licence fee. *On medical/education grounds:—* Further retention 2 months on four times the normal licence fee. Subsequent 2 months on six times the normal licence fee.
(*iii*)	Death of the allottee	...	2 years if the deceased or his/her dependant does not own a house at the last station.
(*iv*)	Transfer to an ineligible office at the station	...	2 months.
(*v*)	Transfer to a place outside the station	...	2 months.
(*vi*)	On proceeding on foreign service in India	...	2 months.
(*vii*)	Temporary transfer in India or transfer to a place outside India	...	4 months.
(*viii*)	Leave (other than leave preparatory to retirement)	...	4 months.
(*ix*)	Maternity leave	...	For the period of maternity leave *plus* the leave granted in continuation subject to a maximum of 5 months.
(*x*)	Leave preparatory to retirement	...	For the full period of leave on full pay subject to a maximum of 180 days.
(*xi*)	Study leave in or outside India	...	(*a*) In case of occupation of an accommodation below entitlement, for the entire period of study leave. (*b*) In case of occupation of the entitled type accommodation, for the period of study leave but not exceeding six months; if the study leave extends beyond six months, the officer may be allotted alternative accommodation, one type below entitlement, on the expiry of six months or from the date of commencement of the study leave if desired by the allottee.
(*xii*)	Deputation outside India	...	For the period of deputation but not exceeding six months.
(*xiii*)	Leave on medical grounds	...	For the full period of leave.
(*xiv*)	On proceeding on training	...	For the full period of training.

The allotment of the accommodation will be deemed to be cancelled on expiry of the permissible period unless the employee resumes duty in an eligible office in the station immediately on expiry of the concessional period.—*SR* 317-B-11.

Retention of rent-free accommodation in the events of leave, transfer, etc.—

1.	During leave	Up to a maximum period of one month free of rent subject to the condition that he is likely to return to the same post from which he proceeds on leave.
2.	Female Officer on maternity leave	During the entire period of maternity leave free of rent, provided that the accommodation is not required for the substitute, if any, engaged during the absence on leave of the officer concerned and she is likely to return to the same post from where she proceeds on leave; no additional accommodation will be provided to the substitute.
3.	On transfer	First 15 days free of rent and thereafter on payment of rent under FR 45-A for a period not exceeding one month from the date of handing over charge.
4.	On death of the officer	Family may retain the residence free of rent for a period of one month from the date of the officer's death, and thereafter for a further period of 3 months on payment of rent under FR 45-A.
5.	On resignation, dismissal or removal	Rent-free concession ceases from the date of resignation, dismissal or removal.
6.	On retirement	No rent-free concession; but can be retained for a period of one month on payment of rent under FR 45-A.

—*SR* 316-A, *GIO.*

10. Subletting Quarters

Subletting.— Subletting includes sharing of accommodation by an allottee with another person with or without payment of licence fee by such other person, but sharing of accommodation with close relations will not be treated as subletting.

Close relations.— The following relations will be treated as close relations:—

(*i*) Father, Mother, Brothers, Sisters, Grandfather, Grandmother, Grandsons, Granddaughers.

(*ii*) Uncles, Aunts, First Cousins, Nephews, Nieces, directly related by blood.

(*iii*) Father-in-law, Mother-in-law, Sister-in-law, Son-in-law, Daughter-in-law and Brother-in-law.

(*iv*) Relationship established by legal adoption.

Persons eligible to share quarters.— (1) All Central Government employees.

(2) Staff of semi-Government organizations.

(3) Staff of a Body Corporate, owned or controlled by Government.

(4) Foreign students studying in India duly sponsored by the Ministry of External Affairs/Education.

(5) Teachers of recognized schools.

(6) Officers transferred to other stations.

(7) Members of Defence Forces (during the period of emergency).

(8) Retired Central Government servants.

(9) Reservists of Army, Air Force, etc.

Only one Sharer is permitted and the allottee officer shall send prior intimation to the Directorate of Estates in the prescribed form intimating the particulars of the officer and his family and also that of the sharer.—*Annexure* - II *to GIO* (1), *SR* 317-B-21.

A lady officer to whom accommodation has been allotted in the Working Girls' Hostel will not be eligible to share the accommodation with any other officer but children not exceeding 12 years of age may be allowed to reside with the officer.—*SR* 317-B-20 (4).

Penalties for breach of Allotment Rules.— 1. Allotment will be cancelled in addition to the disciplinary action that may be taken against the allottee if he/she—

(*a*) unauthorizedly sublets the quarters;

(*b*) charges rent in excess of the prescribed Licence Fee;

(*c*) erects any unauthorized structure in any part of the residence;

(*d*) tampers with the electric or water connections;

(*e*) puts the residence into improper use;

(*f*) conducts himself in a manner which is prejudicial to the maintenance of harmonious relations with his neighbours;

(*g*) has knowingly furnished incorrect information for securing allotment of the residence.

2. In cases of unauthorized subletting, licence fee of 10 times the flat rate of licence fee under FR 45-A will be levied. Also the allottee may be declared ineligible for allotment of quarters for the remaining period of his service and disciplinary proceedings for major penalty under the rules will be initiated.

Charging of damages from unauthorized occupants of General Pool Accommodation.— (1) A damages rate of Rs. 75 per sq. mtr. of living area per month in respect of Types 'A' to 'D' (Types 'I' to 'IV') and Rs. 110 per sq. mtr. of living area per month in respect of Types 'E' and above (Types 'IV' Spl. and above) for General Pool Accommodation in Delhi is fixed for recovery from the unauthorized occupants of residential accommodation.

(2) Damages at the rate of Rs. 110 per sq. mtr. of living area p.m. will be recovered for unauthorized occupation in respect of Hostel Accommodation in Delhi.

(3) In addition, garden charges, charges for furniture and electrical appliances, etc., will be recovered.

(4) Similar damages rates will be worked out by the CPWD for other stations.— *FR* 45-A, *GIOs* (14) *and* (15) *and SR* 317-B-20, *GIO.*

14

Advances

1. Interest-free and Interest-bearing advances

[Swamy's — General Financial Rules, 1963]

Interest-free advances:

1. Advance of Pay on transfer.
2. Advance of T.A. on tour/transfer/retirement.
3. Advance of T.A. to the family of a deceased Government servant.
4. Advance of LTC.
5. Leave Salary Advance.
6. Advance in connection with medical treatment.
7. Festival Advance.
8. Advance in the event of natural calamity like flood, drought, cyclone, etc.
9. Advance on first appointment/deputation and leave ex-India.
10. Advance in connection with legal proceedings.
11. Advance for training in Hindi through Correspondence Course.

Interest-bearing advances:

1. Advance for purchase of warm clothing.
2. Advance for purchase of table fan.
3. Advance to Postal and RMS Inspectors for purchase of typewriter.
4. Advance for purchase of conveyance, i.e., motor car, motor cycle/scooter, bicycle.
5. Advance for purchase of Personal Computer.
6. Advance for construction/purchase of house/flat/enlargement of living accommodation.

[Rates of interest are prescribed for each financial year for Items 1 to 5 and periodically for Item 6].

[*Advances of Pay, T.A., LTC, Leave salary, Advance for medical treatment and Advance in connection with legal proceedings have been included in the relevant sections*].

2. Festival Advance

[Swamy's — General Financial Rules]

Amount.— Rs. 1,500.—*Rule* 241.

Sanctioning Authority.— Head of Office.—*Rule* 236.

Festivals.— To be selected by Head of Department or Industrial Establishment in consultation with staff unions.— *Rule* 236, *GID* (1).

Eligibility.— 1. Non-Gazetted employees whose Basic pay *plus* stagnation increment does not exceed Rs. 8,300 p.m.— *Rule* 236.

2. Staff in industrial establishment and work-charged staff entitled to pension or CPF are eligible.— *Explanation below Rule* 236.

3. Officials on EL/Maternity leave are eligible.— *Rule* 237.

Not eligible.— 1. An employee who draws advance for visiting hill stations during summer months as a member of a Government-sponsored party is not eligible for festival advance during that financial year.— *Rule* 246.

2. Contingent staff not eligible.— *Explanation below Rule* 236.

3. Temporary staff who are not likely to continue in service at least for six months beyond the month of drawing the advance are not eligible.— *Rule* 240.

4. Officials under suspension are not eligible.— *Rule* 237.

5. Officials on Half Pay Leave or EOL or LPR at the time of payment are not eligible.— *Rule* 237.

Employee transferred during the year should certify non-drawal of advance in the previous office in that year.— *Rule* 238, *GID* (1).

Conditions.—1. Admissible only once in a financial year even if the festival falls twice in the same year.— *Rule* 238.

2. Earlier advance, if any, should have been recovered in full.— *Rule* 239.

3. Should be drawn before the festival. The time-lag between dates of drawal and disbursement to be reduced to the minimum.— *Rule* 242 *and GID below Rule* 244.

4. Surety of a permanent Government servant is necessary in cases of temporary officials but can be waived if the authority is satisfied about full recovery/adjustment during temporary service.— *Rule* 181 *and GID* (1).

Recovery.—1. Should commence with the issue of pay for the month following that in which the advance is drawn.— *Rule* 244.

2. Not more than 10 monthly instalments.— *Rule* 243.

Head of Account.—Debitable to the detailed head "Salaries".— *G.I., M.F., O.M. No. F.* 1 (27)-*B* (*AC*)/86, *dated* 19-9-1986.

3. Flood/Drought/Cyclone Advance

[Swamy's — General Financial Rules]

Sanctioning Authority.—Head of Office.—*Rule* 247.

Conditions.—1. Only non-Gazetted employees whose movable/immovable property has been substantially affected or damaged in an area affected by natural calamity, are eligible.— *Rule* 247.

2. The concerned State Government should have declared the area as having been affected by natural calamity, i.e., flood, drought or cyclone, as the case may be, and granted similar advance to their employees.— *Rule* 247.

3. Staff in industrial establishments and work-charged staff entitled to pension or CPF benefits are eligible. Staff paid from contingencies are not eligible.—*Explanation below Rule* 247.

4. Application should be given in Form GFR 37 within three months of the date of Government orders declaring the natural calamity.— *Rules* 247 *and* 248.

5. If the official's declaration in the application regarding damage to his property is found untrue, he is liable for disciplinary action.— *Rule* 247, *GID* (2).

Amount of advance.—1. Limited to Rs. 2,500 — *Rule* 249.

2. Second advance normally not sanctioned. If second/subsequent grant of advance becomes necessary before the earlier advance is fully recovered, the advance will be limited as under—

Example I (for Second Advance):

1.	Amount of advance sanctioned in previous year(s)	...	Rs. 2,500
2.	Amount of advance already recovered	...	Rs. 1,500
3.	Balance yet to be recovered	...	Rs. 1,000
4.	Amount of second advance admissible under the existing rules and can be drawn	...	Rs. 1,500
5.	Amount of second advance to be increased by 50% in relaxation of Rule 250 of General Financial Rules, 1963 (subject to a ceiling of Rs. 2,500)	...	Rs. 2,250
6.	Amount to be treated as a fresh advance (i.e., Rs. 1,000 *plus* Rs. 2,250)	...	Rs. 3,250
7.	Number of instalments in which the amount of fresh advance is recoverable	...	25 (Twenty-five)

Example II (A) (for Third and Subsequent Advance):

1.	Amount of consolidated advance already sanctioned	...	Rs. 3,250
2.	Amount of advance already recovered	...	Rs. 1,950

3.	Balance yet to be recovered	...	Rs. 1,300
4.	Amount of advance which can be sanctioned on third/subsequent occasion subject to the ceiling of Rs. 2,500 as laid down in Rule 250 of the General Financial Rules, 1963	...	Rs. 1,200
5.	Number of instalments in which the fresh advance is to be recovered	...	25 (Twenty-five)

Example II (B):

1.	Amount of consolidated advance already sanctioned	...	Rs. 3,250
2.	Amount of advance recovered	...	Rs. 650
3.	Balance yet to be recovered	...	Rs. 2,600

No advance can be sanctioned in this case, since the balance of earlier advance exceeds Rs. 2,500 — *Rule* 250 *and Rule* 252, *GID* (2).

Recovery.—In not more than 25 equal monthly instalments. Should commence from the second issue of pay after the advance is drawn.— *Rules* 251 *and* 252.

Head of Account.—Debitable to the detailed head "Salaries".— *Rule* 247, *GID* (1).

4. Advance for training in Hindi through Correspondence Course

[Swamy's — FR & SR, Part - I]

Eligibility.— Central Government servants for whom training in 'Prabodh', 'Praveen' and 'Pragya' is obligatory and who undergo training through Correspondence Course conducted by the Central Hindi Directorate.

Amount.— Rs. 150.

Sanctioning Authority.— Head of Office.

Conditions.—1. Advance is granted only after three months from the start of the Correspondence Course.

2. The Government servant should make a satisfactory progress in training. For this purpose, the sanctioning authority may seek a certificate from the Central Hindi Directorate that the progress of the employee is satisfactory.

Adjustment of advance.—Adjustable/recoverable from the cash award admissible to the trainee on passing the concerned examination. If the trainee does not pass the examination, the amount of advance shall be recovered in four equal instalments after the declaration of the result.

Head of Account.—Debitable to "7610 — Loans to Government servants, etc.— Other Advances—Loans for training of Prabodh, Praveen and Pragya".— (*Order* 12, *Appendix*-7).

5. Warm Clothing Advance

[Swamy's — General Financial Rules]

Amount.—Maximum of Rs. 1,500—*Rule* 218.

Hill Station.—Places which are situated at a height of 1,000 metres or more above sea-level are to be treated as hill stations for grant of warm clothing advance.— *Rule* 216, *GIO* (1).

Eligibility.—All Groups 'C' and 'D' employees posted at a hill station either on first appointment or on transfer, for a period of not less than one year.—*Rule* 216.

Condition.—The Head of Office should certify that the official is likely to stay at the hill station for not less than twelve months including period of stay already elapsed.—*Rules* 216 *and* 217.

Second/subsequent advance.— May be granted after elapse of three years since the grant of earlier advance.—*Rule* 217.

Interest.— Same as for Cycle Advance.—*Rules* 198 *and* 221.

Recovery.— In not more than ten equal monthly instalments to commence with the first issue of pay after the advance is drawn.— *Rules* 219 *and* 220.

Sanctioning Authority.—Head of Office.—*Rule* 216.

6. Fan Advance

[Swamy's — General Financial Rules]

Amount.— Anticipated price, limited to Rs. 1,000.— *Rule* 221-D.

Eligibility.— Group 'D' official living in a house provided with electricity and a plug point, and not already having a fan in the house.—*Rules* 221-A *and* 221-B.

Second advance.—A second advance should not ordinarily be granted within 10 years of the grant of previous advance.— *Rule* 221-C.

Official under suspension.—An official under suspension is not eligible for the advance.— *Note below Rule* 221-B.

Recovery.—In not more than ten equal monthly instalments. Recovery will commence with the first issue of pay after the advance is drawn.—*Rule* 221-E.

Interest.—Same as for Cycle Advance.—*Rules* 221-F *and* 198.

Sanctioning Authority.—Head of Office.—*Rule* 221-A.

7. Typewriter Advance

[Swamy's — P & T, FHB, Volume - I]

Eligibility.—Inspector of Post Offices/Inspector of RMS, should hold a substantive appointment.— *Rule* 421-A.

Amount.— Rs. 1,500 or anticipated price of typewriter, whichever is less.—*Rule* 421-A (*b*).

Conditions.—1. The Head of Department should satisfy himself that the possession of the typewriter by the official is in public interest.

2. The typewriter should be purchased within a month of receipt of the advance; otherwise the advance should be refunded together with interest thereon for one month.

3. The official should execute an agreement at the time of drawing the advance and mortgage the typewriter after purchase as in the case of conveyance.— *Rule* 421-A (*a*), (*g*) & (*h*).

Second advance.— Ordinarily not admissible within five years of the grant of a previous advance. The amount of the first advance together with interest thereon should have been fully repaid.— *Rule* 421-A (*k*) (*ii*).

Recovery.—In not more than 30 instalments; fraction, if any, to be adjusted in the last instalments.— *Rule* 421-A (*d*).

Interest.—As prescribed by Government from time to time. It should be recovered in one instalment— *Rule* 421-A (*e*).

8. Conveyance Advance — General

[Swamy's — General Financial Rules]

General conditions.—For grant of advance to employees for purchase of Motor Car/Motor Cycle/Scooter, etc.—

1. The authority competent to sanction the advance is Department of Central Government/Administrator/Head of Department.— *Rule* 191.
2. He should be satisfied about the applicant's repaying capacity.—*Rule* 193.
3. Officials without substantive appointment should furnish Surety Bond in Form GFR 21 from a permanent official of status equal to or higher than the applicant himself.—*Rule* 181.
4. The advance should not be sanctioned or disbursed to an official under suspension.— *Rule* 200.
5. The advance can be granted only if the outstanding balance, if any, in respect of an advance previously granted for the same purpose, together with interest thereon, has been fully repaid.—*Rule* 197.

6. The advance cannot be granted if the vehicle has been purchased already and paid for, unless it has been purchased and paid for by raising temporary loan within three months from the date the advance was applied for.—*Rule* 196.

7. Prior permission for, or intimation of, the purchase of the vehicle is necessary under the Conduct Rules.

8. Purchase of the vehicle should be made within one month from the date of drawal of the advance—exception Item 6 above.—*Rule* 206.

9. Registration Certificate of the vehicle in his name should be produced within a month of purchase, or within two months from the date of drawal of the advance, failing which penal interest from the date of drawal of the advance to the date of production of RC will be levied.— *Rule* 206, *GID* (4).

10. The Motor Car should, after purchase, be mortgaged to the President.— *Rule* 207.

11. Recovery of the advance will commence with the first issue of pay and/or leave salary or subsistence allowance after drawal of advance.— *Rule* 202.

12. Simple interest at the rate prescribed for the purpose, will be charged on the balance outstanding on the last date of each month and will be recovered in one or more instalments after complete repayment of the principal. The amount of each such instalment should be not greater than the amount fixed for repayment of principal.— *Rules* 198, 203 & 204.

13. Sanction should indicate the interest at $2\frac{1}{2}\%$ more than the prescribed rate with a stipulation that a rebate of $2\frac{1}{2}\%$ will be allowed for prompt repayment and observing of other conditions.— *Rule* 178, *GID*.

14. Interest may be calculated by applying the following formulae:—

(*i*) ***Principal repaid in equal instalments from month to month—***

$$\text{Interest} = \frac{n\,(n+1)}{2} \times \frac{x}{12} \times \frac{r}{100}$$

(*ii*) ***Portion of the principal is paid in equal monthly instalments, and the balance is paid in lumpsum—***

$$\text{Interest} = \frac{n}{2}\,(a+l) \times \frac{r}{100} \times \frac{1}{12}$$

(*iii*) ***Repayment is not regular—***

The balances outstanding on the last day of each month should be added up. Then—

$$\text{Interest} = \text{Total interest bearing balance} \times \frac{1}{12} \times \frac{r}{100}$$

Where n — No. of instalments including last instalment of lumpsum payment, if any.

a — Amount of principal.

x — Amount of each instalment of repayment.

r — Rate of interest.

l — Last balance for which interest is due.

NOTES.—1. Recovery made from the pay for a month is deemed to be made on the first of the succeeding month.

2. The amount recovered from pay and any lumpsum payment(s) during that particular month should be taken as one instalment; e.g., when an instalment is recovered from pay for April, paid on 30th April, if the balance is repaid in lumpsum any time (in one or more instalments) during April, the recovery through pay bill and the lumpsum payment(s) should all be taken as one instalment, for formula (*ii*).

15. The prescribed rates of interest chargeable in respect of the advance drawn during different years are—

Advance drawn during	% Rate of interest chargeable		
	Motor Car/ Computer	Motor Cycle/ Scooter, etc.	Bicycle
1991-92	12.0	9.5	8.0
1992-93	14.0	10.5	8.5
1993-2000	15.0	11.5	9.0
2000-01	14.0	10.5	8.0
2001-02	13.0	9.5	7.0
2002-03	12.5	9.0	6.5

16. Prior sanction of Competent Authority is necessary to sell or transfer the vehicle before repayment of the advance with interest thereon. The sale proceeds in such cases should be applied towards repayment of the advance with interest, to the extent necessary.—*Rule* 205, *GIO* (2).

9. Motor Car Advance

[Swamy's — General Financial Rules]

1. **Eligibility.**— Officers drawing basic pay (including NPA and stagnation increment) of Rs. 10,500 p.m. or more are eligible for the grant of the advance. This may be relaxed by the Secretary to the Ministry/Department in deserving cases.— *Rule* 193 (*ii*).

2. Amount.— On the first occasion restricted to Rs. 1,80,000 or eleven months' basic pay (*plus* NPA and stagnation increment) or the price of the car to be purchased, whichever is the least.

On the second/subsequent occasions, restricted to Rs. 1,60,000 or eleven months' basic pay (*plus* NPA and stagnation increment) or the price of the car to be purchased, whichever is the least.— *Rules* 199 (1) & (2).

Second/subsequent advance for the purchase of a different type of vehicle is admissible without selling the previous vehicle, but the balance of the previous advance with interest should be repaid in full.—*Rule* 199 (2), *Note* 2.

Second or every subsequent advance for the purchase of motor car will be admissible only after four years from the date of drawal of the earlier advance; this condition will not apply—

(*i*) if the preceding advance was for motor cycle and the second advance is for a motor car;

(*ii*) when a Government servant disposes of his motor car in India prior to deputation/training abroad lasting for more than a year and returns to India without a car;

(*iii*) when a Government servant is appointed to a regular post abroad and does not take his car along with him.— *Rule* 199 (2).

For officers of the Indian Foreign Service or Central Government servants holding regular posts abroad, the amount of advance will be as per Para. 2 above or the amount admissible from the foreign exchange angle, whichever is less.— *Rule* 199 (3), *Note* 3.

3. Advance for paying customs duty.—A Government servant who is holding a regular post abroad for a period exceeding one year and who is otherwise eligible for the grant of motor car advance may be granted an advance in two instalments— first at the time of purchase of the car and second at the time of payment of customs duty when the car is brought to India on completion of his tenure. The quantum of advance will be as per Para. 2 above.— *Rule* 199 (3).

If a Government servant who has not availed motor car advance earlier brings a car along with him, he may be granted advance in one lumpsum for payment of customs duty levied on the car. The quantum will be Rs. 1,80,000 or eleven months' basic pay (*plus* NPA and stagnation increment) or the actual customs duty, whichever is the least.— *Rule* 199 (4).

4. Repayment.—In not more than 200 equal monthly instalments. The Government servant may at his option repay more than one instalment in a month. Recovery should start from the first issue of pay/leave salary/ subsistence allowance after the drawal of advance.— *Rules* 201 *and* 202.

5. Interest.—To be recovered in minimum number of monthly instalments. Amount of each instalment to be not greater than the amount fixed for repayment of principal.— *Rule* 203.

6. If the advance is drawn in more than one instalment, the rate of interest is determined with reference to the date of drawal of first instalment.— *Rule* 198, *GID* (3).

10. Personal Computer Advance

[Swamy's — General Financial Rules]

Eligibility.—Same as for Motor Car Advance.—*Rule* 199 (5).

Sanctioning Authority.—Same as for Motor Car Advance.

Amount.—Rs. 80,000 on the first occasion and Rs. 75,000 on second or subsequent occasions or the anticipated price of the computer (excluding customs duty, if any), whichever is less.

Conditions.—1. An application for the grant of advance for the purchase of a Personal Computer shall be made in Form GFR 27.

2. A second or subsequent advance for the purchase of a Personal Computer cannot be granted before the expiry of 3 years from the date of drawal of the earlier advance.

3. Advance not admissible for payment of customs duty on the Personal Computer.—*Rule* 199 (5) *and GID*.

Mortgage.—Same as for Motor Car Advance. Instead of Chassis No. and Engine No., the Make, Model and No. of the Personal Computer should be entered in Form GFR 24.

Repayment.—In not more than 150 monthly instalments. Total recoveries on account of all advances including computer advance, taken by a Government servant shall not exceed 50% of the total emoluments.

11. Motor Cycle / Scooter Advance

[Swamy's — General Financial Rules]

Eligibility.— Officials drawing basic pay (including NPA and stagnation increment) of Rs. 4,600 p.m. or more. This may be relaxed by the sanctioning authority in deserving cases.— *Rule* 193 (*iii*).

Sanctioning Authority.—Same as for Motor Car Advance.

Amount.— On the first occasion restricted to Rs. 30,000 or 6 months' basic pay (*plus* NPA and stagnation increment) or the anticipated price of motor cycle/scooter/moped, whichever is the least.

On second/subsequent occasions restricted to Rs. 24,000 or 5 months' basic pay (*plus* NPA and stagnation increment) or the price of motor cycle/scooter to be purchased, whichever is the least.— *Rule* 211.

Second/subsequent advance for purchase of a different type of vehicle, viz., motor car, is admissible without selling the vehicle previously purchased with advance from Government; but the balance of the previous advance with interest should be repaid in full.—*Rule* 199 (2), *Note* 2.

Repayment.—In not more than 70 equal monthly instalments.—*Rule* 211.

12. Cycle Advance

[Swamy's — General Financial Rules]

Eligibility.—Non-Gazetted Government servants whose basic pay (*plus* stagnation increment) does not exceed Rs. 5,000 p.m.— *Rule* 212.

Sanctioning Authority.—Head of the Office.— *Rule* 191 (2).

Amount.—Rs. 1,500 or the anticipated price including sales tax, whichever is less.— *Rule* 212. (*i*).

Conditions.—1. Should furnish cash receipt and particulars of the cycle within one month of drawing the advance.

2. Subsequent advance will not ordinarily be admissible within 3 years of the first advance.

3. Priority to be given to those who have not availed the advance during the preceding five years.— *Rule* 213, *GID* (2) .

4. Cannot be granted to an official under suspension.

5. Cannot be granted if the bicycle has already been purchased and paid for, unless it was purchased and paid for by raising temporary loan within 3 months from the date the advance was applied for.

Repayment.—In not more than 30 equal monthly instalments.— *Rule* 212. (*ii*).

Recovery will commence with the first issue of pay and/or leave salary or subsistence allowance after drawal of the advance.— *Rule* 212 (*ii*).

Interest.—To be recovered in one or more instalments after repayment of the principal.— *Rule* 212 (*iii*).

13. House Building Advance

[Swamy's — House Building Advance Rules]

Eligibility.—

1. All permanent officials.
2. Officials with at least 10 years' continuous service. Past military service of re-employed Ex-Servicemen will be reckoned for counting the minimum period of 10 years. The sanctioning authority should be satisfied about the official's likely retention in service till the house is completely built and mortgaged to Government.
3. Members of All India Services (viz., IAS, IPS, etc.) deputed for service under Central Government, Public Sector Undertakings under the control of Central Government, International Organization, Autonomous Body or a Private Body.

4. Central Government servants on deputation to another department or on foreign service. (These cases should be processed by the Head of the parent Department.)
5. Staff Artistes of All India Radio with at least 10 years' continuous service and are on long-term contract.
6. Staff covered under Payment of Wages Act.
7. If both husband and wife are Government servants, advance is admissible to only one of them.
8. Employees of Union Territories.—*Rule* 1.

Purposes.—

1. Acquiring a plot and constructing a house thereon.
2. Constructing a new house on the plot already owned by the official or jointly with his/ her spouse.
3. Getting a plot under Co-operative Schemes and building a house, where title will vest in the official after the house is built.
4. Enlarging living accommodation in an existing house owned by the official or jointly with spouse. The total cost of the existing structure (excluding cost of land) and the proposed additions should not exceed the prescribed cost ceiling.
5. Conversion of hire-purchase into outright purchase of house/flat from State Housing Boards or similar Government-controlled Bodies, and outright purchase of new ready-built house or flat from Government, semi-Government or Local Bodies, Housing Boards, Development Authorities, etc., and from private parties, i.e., registered builders, architects, house building societies, etc., and *not private individuals.*
6. Purchase of house/flat under 'Self-Financing Housing Schemes' and 'Co-operative Group Housing Societies'.
7. Repayment of a loan taken from Government/private source or from HUDCO for house construction, even if the construction has already commenced, but only if the official had applied for HBA before availing such loan.— *Rule* 3, *GID's* 9 *and* 10.
8. Constructing the residential portion alone of the building on a plot which is earmarked as a shop-cum-residential plot in a residential colony.
9. For purchase of house/flat from private parties, i.e., registered builders, architects, house building societies, etc., but *not from private individuals.*

Conditions.—1. The official should not have availed of any loan or advance for the purpose from any other Government source, Housing Board, other semi-Government or Local Bodies, Development Authorities, etc.

Where such loan has been availed of, HBA can be granted if the Government servant undertakes to repay the outstanding loan forthwith in one lumpsum.

2. The official or spouse or minor child should not already own a house in the town/urban agglomeration where the house is proposed to be constructed or acquired.

3. If the official is a member of HUF, which owns a house at the same place, he may be granted advance restricted to 60% of the normal entitlement.— *Rule* 2, *GID* (3).

4. The title to the land should be clear.

5. Advance for ready-built house or flat is admissible for outright purchase only.

6. **Cost ceiling.**— Cost of the house (excluding cost of land) should not exceed 200 times of the (basic pay + NPA + stagnation increment) of the official, subject to a minimum of Rs. 7.5 lakhs and a maximum of Rs. 18 lakhs.

NOTE.—The revised cost ceiling limit is effective from 16th December, 1997.

The cost ceiling may be relaxed up to 25% in individual cases based on merit by the Administrative Ministry concerned.— *OM, dated* 1-1-1996.

Minimum cost-ceiling need not be insisted.— *Rule* 2, *GID* (4).

If both husband and wife are employed in Central/State Government, Public Undertakings, semi-Government Institutions or Local Bodies, the pay of both of them will be taken into consideration for calculating the cost ceiling.— *Rule* 2, *GID* (2).

In respect of the Self-Financing Housing Scheme notified by DDA, etc., the cost ceiling should be taken as inclusive of land and development charges.— *Rule* 2 (*a*).

7. In the case of enlargement to existing accommodation, the total cost of the existing structure and the cost of enlargement should not exceed the limit in 6 above.— *Rule* 3 (*b*).

8. If GPF withdrawal is also taken for house building, the total amount of GPF withdrawal and the House Building Advance should not exceed the cost-ceiling limit (6 above).— *Rule* 2 (*a*).

9. If the advance is for constructing residential part of the building on a shop-cum-residential plot situated in a residential colony—

(*a*) the cost of land and the cost of superstructures of the proposed residential portion and shop(s) should not exceed the ceiling limit.

(*b*) the entire property including the shop(s) and the residential portion should be mortgaged.

(*c*) the entire building including the shop(s) should be insured against fire, lightning, floods, etc.— *Rule* 2, *GID* (1).

10. House/Flat constructed/acquired with the help of HBA to be used for residential purpose only.— *Rule* 3, *GID* (14).

Amount of advance.—1. In the following cases, the amount of advance admissible is 50 times of the (basic pay + NPA + stagnation increment) of the official or Rs. 7.50 lakhs, or cost of the house or repaying capacity whichever is least.

(*a*) Construction of a new house on an existing plot.

(*b*) Purchasing a plot and constructing a house thereon.

(*c*) Purchase of a ready-built house or flat.—*Rule* 4.

2. For enlarging living accommodation in an existing house, the amount admissible is 50 times of the (basic pay + NPA + stagnation increment) or Rs. 1,80,000 or repaying capacity, whichever is the least.

3. In case of construction of a house in a rural area, the advance sanctioned will be the least of 80% of cost or 50 times of (basic pay + NPA + stagnation increment) or Rs. 7,50,000. For enlarging the existing living accommodation in a rural area, the ceiling will be the least of 80% of cost or 50 times of (basic pay + NPA + stagnation increment) or Rs. 1,80,000.— *Rule* 4, *GID* (4).

4. The advance will be limited to the estimated cost of construction.

5. Family pension at normal rates drawn by a Government servant will be clubbed with basic pay for computing amount of advance as well as cost ceiling.— *Rule* 4, *GID* (5).

6. Only one advance is admissible during the entire service.—*Rule* 4.

7. The amount of advance shall be restricted to the repaying capacity of the official.

8. The amount of advance sanctioned can be reduced at the request of the Government servants to avail of the reduced rate of interest, if the entire advance has not been drawn.—*Rule* 4, *GID* (2).

***Repaying Capacity*:**

The repaying capacity of the official will be computed on the following basis:—

Length of remaining service	Repaying capacity
Officials retiring after 20 years.	40% of (basic pay + NPA + stagnation increment.)
Officials retiring after 10 years but not later than 20 years.	40% of (basic pay + NPA + stagnation increment), 65% of Retirement Gratuity may also be adjusted.

Length of remaining service	Repaying capacity
Officials retiring within 10 years.	50% of (basic pay + NPA + stagnation increment), 75% of Retirement Gratuity may also be adjusted.—*OM, dated* 17-10-2000.

9. No enhancement of HBA in case of subsequent revision of DCRG limits.— *Rule* 4, *GID* (3).

Disbursement of advance:—

For enlargement/construction.— ***Single/Double-storeyed.***—50% on execution of the mortgage deed in all cases. Balance 50% on the construction reaching plinth level for enlargement of ground floor/ construction reaching roof level for enlargement in upper floor.

For purchase of land and construction.—*Single-storeyed house.*— 40% or the actual cost of the plot for purchase of plot on execution of agreement in Form 5 and production of Surety Bond, 50% of the balance on execution of the mortgage deed and the balance, on the construction reaching plinth level.—*Rule* 5 (*a*) (1).

For purchase of land and construction.—*Double-storeyed house.*— 30% or the actual cost of plot on executing the agreement, 50% of the balance on execution of the mortgage deed and the balance on the construction reaching plinth level.—*Rule* 5 (*a*) (3).

For purchase/construction of flat or purchase of a house.— In one lumpsum.—*Rule* 5 (*a*) (5).

For purchase of house/flat from Co-operative Group Housing Societies.—30% on execution of mortgage deed and the balance in suitable instalments on receipt of demand.

Time-limits for utilization of advance:

1. Purchase of land.—Should be completed and the Sale Deed produced within 2 months, failing which the advances should be refunded in lump.

2. Purchase of house.—Acquisition and mortgage to Government should be completed within 3 months. Extension of time-limit may be granted by Heads of Departments.

3. Purchase/construction of new flat.—Should be utilized within one month, unless extension of time-limit is granted.—*Rules* 5 (*a*), (6) (*a*).

Surety in certain cases.—In addition to execution of mortgage/ agreement, the surety of an approved permanent official is necessary before releasing the sanctioned advance or any part thereof to—

(*a*) Officials who are not permanent.

(*b*) Officials due to retire from service within 18 months following the date of application for advance.

(*c*) Permanent officials [not covered by (*b*) above] requiring the advance for the purchase of a ready-built house.—*Rule 5* (*b*) (1).

Collateral Security.—For constructing or purchasing ready-built flats, officials should furnish adequate collateral security as laid down under Rule 274 of the General Financial Rules to the satisfaction of the Head of the Department, in cases where the land on which the flats stand is not mortgaged by the owner of the land in favour of the President of India as security towards repayment of the advance.—*Rule* 5 (*b*) (2).

***Construction*:**

1. Adherence to Plans.—The construction should be exactly according to the approved plan and specification, on the basis of which the advance was sanctioned. Prior concurrence of the Ministry of Urban Development is necessary for any deviation.—*Rule* 7 (*a*) (*i*).

2. Time-limit.—The construction should be completed within 18 months of the date on which the first instalment is drawn. Extension of time-limit is permissible up to one year by the Head of Department and for a longer period by the Government if the work is delayed due to circumstances beyond the Government servant's control.—*Rule* 7 (*a*) (*ii*).

3. Insurance.— On completion of construction/purchase, the house should be insured by the official at his cost against fire, flood and lightning for the full value of the house. The Insurance policy should be deposited with the Government and the premia receipts should be produced for inspection. The insurance should be kept alive till liquidation of advance.—*Rule* 7 (*b*).

Separate insurance of flats/houses acquired through membership of Co-operative Group Housing Societies not necessary.—*Rule* 7, *GID* (7).

4. Maintenance.—The house should be maintained in good repair at owner's cost and kept free from all encumbrances. The official should pay all taxes regularly and furnish a certificate annually to that effect. Annual inspection may be carried out by the Head of the Department for checking up the maintenance.—*Rule* 7 (*c*) *and* (*d*).

Second Mortgage:

Creation of Second charge.—If an employee wants to avail of a further loan (in addition to the HBA) from any financial institution, he may create a second charge on the property subject to the following conditions:—

1. Loan to be obtained should be from recognized financial institutions like Banks, Government Financial Corporations, Co-operative Housing Finance Institutions, Public Companies formed and registered in India with the specific purpose of financing housing like Housing Development Finance Corporation Limited.
2. The total HBA taken *plus* the amount of loan now raised should not exceed the prescribed cost ceiling.
3. Second charge can be created in respect of loan for meeting the balance cost of the house/flat.

4. Second charge can be created also for enlargement of living accommodation in the house constructed/acquired with HBA, if two years have elapsed after completion of the house constructed with HBA— *Rule* 3, *GID* (13).

5. Prior permission of the Head of Department should be obtained.— *Rule* 5, *GID* (12).

Assignment of employee's interest in Group Insurance Scheme, 1980.—An employee who is a member of the Central Government Employees' Group Insurance Scheme, 1980, can assign his interest in the insurance cover and accumulation in the Savings Fund as a security to the financial institution for obtaining additional loan from them for acquiring/building a flat/house subject to conditions 1 to 4 above.

The communication of acceptance of the assignment should be entered in the Service Record in red ink.

Interest.—The advances carry simple interest from the date of payment of the first instalment and is calculated on the balance outstanding on the last day of each month.—*Rule* 6.

No interest is chargeable beyond the date of retirement/death of the Government servant.— *Rule* 8, *GID* (1).

Rates of interest.—

Amount of Loan sanctioned	Advances Sanctioned			
	From 26-7-90 to 15-12-97	From 16-12-97 to 31-3-01	From 1-4-01 to 31-3-02	From 1-4-02
Up to Rs. 50,000	7.5%	7.5%	6.5%	6.0%
Rs. 50,001 to Rs. 1,00,000	9.0%	9.0%	8.0%	7.5%
Rs. 1,00,000 to Rs. 1,50,000	10.0%	9.0%	8.0%	7.5%
Rs. 1,50,001 to Rs. 2,00,000	11.0%	11.0%	10.0%	9.5%
Rs. 2,00,000 to Rs. 2,25,000	11.5%	11.0%	10.0%	9.5%
Rs. 2,25,001 to Rs. 5,00,000	12.0%	11.0%	10.0%	9.5%
Rs. 5,00,001 to Rs. 7,50,000	...	12.0%	11.0%	10.5%

— *Rule* 6

Concessional interest to employees for promoting Small Family Norm.—The rate of interest will be half per cent less for an employee who undergoes sterilization:—

(1) If the employee is male, he is not over 50 years of age and his wife is between 20 and 45 years of age. If the employee is female, she must not be above 45 years and her husband must not be over 50 years of age.

(2) Has one to three living children.

(3) Has had the sterilization operation in an approved hospital/clinic.

NOTE 1.—The sterilization operation can be undergone by the Government servant or his/her spouse.

NOTE 2.—The rebate is admissible only in cases where the sterilization is done on or after 1-9-1979 irrespective of date of release of the first instalment of the advance but before final instalment is drawn.— *Section III.*

Repayment of advance.—1. The entire amount of advance together with interest is repayable in 20 years, 180 monthly instalments for principal and 60 instalments for interest.— *Rule* 8 *(a)*.

2. The amount of recovery will be fixed in whole rupees.—*Rule* 8 (*a*), *Note* (*i*).

3. The official may elect to repay in a shorter period than that agreed to.—*Rule* 8 (*a*), *Note* (*iii*).

***Commencement of recovery*:**

(*a*) In the case of construction of new house or enlarging living accommodation, recovery will commence from the pay for the month following the completion of the house or the pay for the 18th month after the date of payment of the first instalment, whichever is earlier.

(*b*) In the case of advances taken partly for purchase of land and partly for construction, recovery will commence from the pay for the month following the completion of the house or the pay for the 24th month after the date on which the instalment for purchase of land was drawn by the official, whichever is earlier.

(*c*) In the case of ready-built house or flat, recovery will commence from the pay for the month following that in which the advance is taken.— *Rule* 8 (*a*), *Note* (*ii*).

Adjustment of a portion from retirement/death gratuity.—In the case of employees retiring within 20 years, a portion of the advance and/or interest may be left to be adjusted from the retirement/ death gratuity if a suitable clause to that effect is inserted in the mortgage deed.— *Rule* 8 (*a*), *Note* (*iv*).

Failure to repay.—If the officials fails to repay the balance of the advance on or before the date of retirement, Government may enforce recovery from retirement/death gratuity or by sale of the house or in any other manner.—*Rule* 8 (*a*), *Note* (*v*).

Manner of recovery.—Recovery will be effected through monthly pay/leave salary or subsistence allowance bills. Recovery cannot be postponed without the prior concurrence of Government.— *Rule* 8 (*b*).

14. Illustrations

1. Motor Cycle Advance

From the following data, calculate the interest on the Scooter/Motor Cycle Advance granted to an Official:

Amount of Advance	...	...	Rs. 28,000
Date of drawal	...	...	15-6-2001
No. of instalments of repayment	...	...	40 instalments at the rate of Rs. 700 p.m.
Recovery commenced from the pay for June, 2001 paid on			30-6-2001
Entire outstanding balance repaid on 28-3-2003			28-3-2003
Rate of interest			9.5%

Interest:–

Formula Method

$$\frac{n}{2}(a+1)\times\frac{r}{100}\times\frac{1}{12}$$

n = 21 (i.e. June, 2001 to February, 2003 including the lumpsums paid in March, 2003)

1 = 14,000 (lumpsum repayment)

a = 28,000

$$= \frac{21}{2}(28{,}000 + 14{,}000)\times\frac{9\frac{1}{2}}{100}\times\frac{1}{12}$$

$$= \frac{21 \times 42{,}000 \times 19 \times 1}{2 \times 200 \times 12}$$

= Rs. 3,491.25 = Rs. 3,491

IBB Method

Month		IBB	Month		IBB
		Rs.			Rs.
June	2001	28,000	April	2002	21,000
July	2001	27,300	May	2002	20,300
August	2001	26,600	June	2002	19,600
September	2001	25,900	July	2002	18,900
October	2001	25,200	August	2002	18,200
November	2001	24,500	September	2002	17,500
December	2001	23,800	October	2002	16,800
January	2002	23,100	November	2002	16,100
February	2002	22,400	December	2002	15,400
March	2002	21,700	January	2003	14,700
		2,48,500	February	2003	14,000
					1,92,500
					2,48,500
					4,41,000

$$\text{Interest} = \frac{4{,}41{,}000 \times 9\tfrac{1}{2}\% \times 1}{100 \times 12}$$

$$= \frac{4{,}41{,}000 \times 19 \times 1}{200 \times 12}$$

$$= \text{Rs. } 3{,}491.25 = \underline{\text{Rs. } 3{,}491}$$

Amount repaid from the pay for June, 2001
to pay for January, 2003 20 x 700 = 14,000

Amount recovered from the pay for
February, 2003 = Rs. 700

Lumpsum payment due on 28-3-2003
with interest = Rs. 13,300 + 3,491

2. House Building Advance

A Government servant drawing a basic pay of Rs. 4,000 was sanctioned an advance of Rs. 2,00,000 which was paid in two instalments on March, 2001 and August, 2001. The advance to be repaid in 100 instalments of Rs. 2,000 each. Rate of interest 11% per annum. Recovery of the advance commenced from the pay of January, 2002. If the official wants to repay the advance with interest on 25-4-2003, calculate the amount payable by the official.

Month		Amount paid Rs.	Amount recovered Rs.	I.B.B. Rs.
March	2001	1,00,000	—	1,00,000
April	2001	—	—	1,00,000
May	2001	—	—	1,00,000
June	2001	—	—	1,00,000
July	2001	—	—	1,00,000
August	2001	1,00,000	—	2,00,000
September	2001	—	—	2,00,000
October	2001	—	—	2,00,000
November	2001	—	—	2,00,000
December	2001	—	—	2,00,000
January	2002	—	—	2,00,000
February	2002	—	2,000	1,98,000
March	2002	—	2,000	1,96,000
April	2002	—	2,000	1,94,000

Month		Amount paid Rs.	Amount recovered Rs.	I.B.B. Rs.
May	2002	—	2,000	1,92,000
June	2002	—	2,000	1,90,000
July	2002	—	2,000	1,88,000
August	2002	—	2,000	1,86,000
September	2002	—	2,000	1,84,000
October	2002	—	2,000	1,82,000
November	2002	—	2,000	1,80,000
December	2002	—	2,000	1,78,000
January	2003	—	2,000	1,76,000
February	2003	—	2,000	1,74,000
March	2003	—	2,000	1,72,000
April	2003	—	2,000	—
		2,00,000	30,000	42,90,000

Interest:

$$\frac{42,90,000 \times 11}{12 \times 100} = \text{Rs. } 39,325 = \text{Rs. } 39,325$$

Principal outstanding = 2,00,000 – 30,000 = Rs. 1,70,000

Total amount payable Rs. 2,09,325

NOTE: Rate of interest is based on the prevailing rate at the time of payment of first instalment of Advance, i.e., March, 2001. No interest is payable for April, 2003, as there will be no balance outstanding on the last day of that month. The last instalment recoverable on 31-3-2002 and accountable on 1-4-2003 has been taken into account to arrive at the outstanding balance on 25-4-2003.

15

Deputation and Foreign Service

[Swamy's — FR & SR, Part-I]

1. Foreign Service — General Principles

Foreign service means the service of a Government servant, with the sanction of Government under a non-Government employer. While in such service, the Government servant is allowed to maintain his claim to pension and leave benefits, as if he continued in Government service.

Important conditions governing foreign service:

1. All the terms and conditions of a Government servant's transfer to foreign service should be settled well in advance in consultation with the foreign employer and communicated to the foreign employer, the Accounts Officer and the Government servant concerned before relief.

2. If foreign service involves assumption of duties and responsibilities of greater importance, pay should be fixed with due regard to such duties and also to his status and pay in Government service.

3. Foreign service commences from the date of relief from Government service and ends on the date of taking over charge on reversion from foreign service. Pay will be drawn from the foreign employer during the entire foreign service.

4. If a Government servant is transferred to foreign service during leave, foreign service commences from the date of the order and no leave salary will be paid after this date.

5. No gratuity or pension should be received from the foreign employer without the sanction of the Government.

6. Contributions at the prescribed rates have to be paid to Government for pension/contributory provident fund and leave salary. The contributions are not payable during leave taken while in foreign service. Leave salary contribution is payable only when the foreign service is in India and is not normally payable when it is out of India.

7. During foreign service out of India when no leave salary contributions are recovered, leave and/leave salary may be granted by the foreign employer. In such cases, the period of foreign service will not count for earning leave and the leave granted by the foreign employer during foreign service will not be debited to his leave account.

8. A Government servant deputed on foreign service for three years or more to the United Nations Secretariat or other United Nations Bodies, the International Monetary Fund, the International Bank for Reconstruction and Development and the Asian Development Bank or the Commonwealth Secretariat has an option to pay the pension contribution to Government and count such service as qualifying for pension or avail of the retirement benefits under the rules of the aforesaid Organizations and not count such service as qualifying for pension.

9. A Government servant deputed on foreign service for one year or more, but less than three years to the aforesaid Organizations, will be allowed to receive from the foreign employer withdrawal benefits admissible under their rules.

10. While Central Government Officers on foreign service to the Governments of developing countries of Asia, Africa and Latin America have the option to pay pension contribution to the Government of India and count the foreign service for pension, they will be allowed to receive gratuity payable by those Governments which is not a pensionary benefit.

11. A Government servant on foreign service is entitled to pro forma promotion in his parent department under the "next below rule" on "one-for-one" principle.—*FRs*. 110 *to* 122.

Special provisions regarding recognized All India Unions.— Pension contributions to be made by recognized All India Associations/ Unions/ Federations are waived for not more than two serving employees at a time on foreign service with each such Association, etc. Leave salary contribution can be waived subject to the following conditions:—

1. The Association, etc., should bear the leave salary of the concerned employees for leave earned during service with them.
2. The employees should forgo claim for leave from Government for the period of such service.
3. Leave taken during the foreign service will be regulated under the rules of the Association, etc.
4. Leave salary will be paid by the Association for leave granted by them.
5. Leave will not be debited against the official's leave account.
6. Balance of leave, if any, earned during foreign service will lapse on reversion to Government service.
7. The period of foreign service will not count for any kind of leave under the Government.— *FR* 115, *GIO* (1).

2. Leave Salary Contribution

Rate of Contribution.—1. The monthly rate of leave salary contribution in respect of all classes of Government servants governed by the Central Civil Services (Leave) Rules is 11% of pay drawn in foreign service.

2. If the foreign employer pays contributions, the percentage is applied to the pay actually drawn in foreign service.

3. If the contributions are paid by the Government servant himself, the percentage is applied to the net pay drawn during foreign service. Net pay means the pay that would be left after meeting the pension and leave salary contributions. In such cases, the percentage of leave salary contribution is not applied directly on the actual pay drawn during foreign service, but an element of compensation is taken into account for both the contributions before the percentage for leave salary contribution is calculated.

4. Three types of cases may arise and three different formulae can be applied in such cases—

(*a*) *Where pension contribution alone is paid by the employee —*

$$L = (F - P) \times \frac{r}{100}$$

(*b*) *Where leave salary contribution alone is paid by the employee —*

$$L = F \times \frac{r}{100 + r}$$

(*c*) *Where both the contributions are paid by the employee —*

$$L = (F - P) \times \frac{r}{100 + r}$$

where L is the leave salary contribution,
F is the pay actually drawn in foreign service,
P is the pension contribution, and
r is the rate of leave salary contribution.—*Appendix* - 2.

3. Pension Contribution

Year of service	Rates of monthly contribution expressed as percentage of the maximum pay of the post in the officiating/substantive grade, held by the officer at the time of proceeding on foreign service.			
	Group 'A'	Group 'B'	Group 'C'	Group 'D'
0-1 year	**7%**	**6%**	**5%**	**4%**
1-2 years	7%	6%	6%	4%
2- 3 ,,	8%	7%	6%	5%
3- 4 ,,	8%	7%	7%	5%
4- 5 ,,	9%	8%	7%	5%
5- 6 ,,	**10%**	**8%**	**7%**	**6%**
6- 7 ,,	10%	9%	8%	6%
7- 8 ,,	11%	9%	8%	6%
8- 9 ,,	11%	10%	9%	7%
9-10 ,,	12%	10%	9%	7%

Year of service	Rates of monthly contribution expressed as percentage of the maximum pay of the post in the officiating/substantive grade, held by the officer at the time of proceeding on foreign service.			
	Group 'A'	Group 'B'	Group 'C'	Group 'D'
10-11 „	**12%**	**11%**	**10%**	**7%**
11-12 „	13%	11%	10%	8%
12-13 „	14%	12%	10%	8%
13-14 „	14%	12%	11%	8%
14-15 „	15%	13%	11%	9%
15-16 „	**15%**	**13%**	**12%**	**9%**
16-17 „	16%	14%	12%	9%
17-18 „	16%	14%	13%	10%
18-19 „	17%	15%	13%	10%
19-20 „	17%	15%	13%	10%
20-21 „	**18%**	**16%**	**14%**	**11%**
21-22 „	19%	16%	14%	11%
22-23 „	19%	17%	15%	11%
23-24 „	20%	17%	15%	12%
24-25 „	20%	17%	16%	12%
25-26 „	**21%**	**18%**	**16%**	**12%**
26-27 „	21%	18%	16%	13%
27-28 „	22%	19%	17%	13%
28-29 „	23%	19%	17%	13%
29-30 „	23%	20%	18%	13%
Over 30 years	**23%**	**20%**	**18%**	**14%**

NOTE.—Year of service means length of continuous service and includes all leave with and without pay, overstayal of leave/joining time and suspension.

4. Deputation (Duty) Allowance

Deputation.—'Deputation' for purpose of drawal of 'Deputation (Duty) Allowance' will cover appointments made in public interest outside the normal field of deployment—

(*i*) on a temporary transfer basis to other posts in the same or other Central Government Departments and State Governments; and

(*ii*) on temporary transfer on foreign service to Bodies (incorporated or not) wholly or substantially owned or controlled by Government and Organizations, e.g., Municipalities, Universities, etc.

Deputation (Duty) Allowance is treated as 'Special Pay' as defined in FR 9 (25).

Period of Deputation.—The deputation will be for a maximum of three years. Deputation to other Ministries/Departments for the fourth year may be granted with the approval of the Secretary of the borrowing Ministry.

Extension for one year beyond the fourth year requires the approval of the Minister of the borrowing Ministry; but no Deputation Allowance is admissible for that period. Extension beyond fifth year can be only with prior approval of Department of Personnel and Training.

Option.—An employee on deputation may elect to draw either pay in the scale of pay of the deputation post fixed under the normal rules [FR 22 (I) (*a*) (1); (I) (*a*) (2), etc.], or his basic pay in the parent department from time to time *plus* personal pay, if any, and Deputation (Duty) Allowance. The option should be exercised within one month of joining the deputation post.

The option once exercised shall be final. However, the employees may revise the option under the following circumstances which will be effective from the date of occurrence of the same:—

(*a*) when he receives pro forma promotion or is appointed to Non-Functional Selection Grade in his parent cadre;

(*b*) when he is reverted to a lower grade in parent cadre;

(*c*) when the scale of pay of the parent post is revised either prospectively or from a retrospective date;

Pay in the deputation post to be refixed on promotion/appointment to Non-Functional Selection Grade and revision of scales of pay in parent cadre post, on the basis of revised/same option of the employees. If the initial option was for pay scale of deputation post and no change in option envisaged, pay already drawn in deputation post will be protected if the pay refixed is less.

Revision in the rates of DA, HRA or other allowances either in the parent or borrowing organization shall not be an occasion for fresh option.

If the pay in cadre post undergoes downward revision, deputation pay is also liable to be refixed.

Rates of Deputation (Duty) Allowance:

Within the same station	...	5% of basic pay subject to maximum of Rs. 500 p.m.
In other cases	...	10% of basic pay subject to maximum of Rs. 1,000 p.m.

Restrictions on the allowance.—Basic pay from time to time *plus* Deputation (Duty) Allowance should not exceed (*i*) Rs. 22,400 p.m. or (*ii*) the maximum of the scale/fixed pay of the post held on deputation.

Pay fixation.—When an employee elects to draw pay in the scale of pay attached to the *ex cadre* post, his pay will be fixed as under—

(*i*) *Deputation from Central Government to Central Government.*— Pay will be fixed under normal rules.

(*ii*) *In Foreign Service/Reverse Foreign Service.*—

(*a*) When pay scales of both the posts are based on same index level and the DA pattern is also same, the pay will be fixed under the FRs.

(*b*) If the pay structure of both the posts are dissimilar, pay will be fixed by adding to his grade pay, one increment in the scale of his regular parent post and equating the pay so raised *plus* DA and Additional or *Ad hoc* DA, IR, etc., with emoluments comprising of pay *plus* DA, ADA, IR, etc., admissible in the borrowing organization and the pay will be fixed at the stage in the pay scale of the *ex cadre* post at which total emoluments admissible in *ex cadre* post as above equal the emoluments drawn in the cadre and if there is no such stage, the pay will be fixed at the next higher stage.

(*iii*) Pay fixed under (*i*) and (*ii*) shall neither be less than the minimum nor shall it exceed the maximum of the scale of the *ex cadre* post.

General.—1. Promotion to another post in the borrowing department will require prior concurrence of the parent department.

2. A person on deputation is entitled to promotion under 'next below rule' subject to conditions prescribed for such a promotion.

3. If during deputation an employee's basic pay exceeds the maximum of the scale of the deputation post, he should be reverted to his parent department within six months from the date such excess arises.

4. An employee, whose basic pay is more than the maximum of the scale of pay of the deputation post, should not be deputed to that post.

5. On appointment from one *ex cadre* post to another, if the employee opts to draw pay in the *ex cadre* post, pay will be fixed with reference to cadre pay only. If the time scale of pay in such *ex cadre* post is identical to that in previous *ex cadre* post(s), benefit of Proviso I (*iii*) to FR 22 admissible.

6. If the second *ex cadre* post is on a higher scale and the pay fixed with reference to cadre pay happens to be less than pay in the *ex cadre* post held earlier, difference will be protected and absorbed in future increase in pay. This is subject to option to draw pay in the scales of pay attached to *ex cadre* posts.

7. If a person on deputation is transferred by the Borrowing Authority from one station to another without any change in the post held by him, the rate of deputation allowance will remain the same as was decided at the time of initial posting and will not undergo any change.

8. Deputation (Duty) Allowance is not admissible for the second year in excess of the prescribed period or for the fifth year of deputation. However, employees opting to draw pay in *ex cadre* posts will continue to draw pay in that scale during the extended tenure also.

9. Deputation (Duty) Allowance drawn while on deputation with another department of the Government will not count as emoluments for pension.

10. Maximum age-limit for appointment by transfer on deputation (including short-term contract) and transfer shall not exceed 56 years as on the closing date for receipt of applications.—*Section I, Appendix* - 5.

16

Travelling Allowance

1. Grades of Government servants

[Swamy's — FR & SR, Part-II]

For the purpose of Travelling Allowance, employees are divided into five grades as indicated below—

Basic Pay + NPA + Stagnation Increment.

(*i*) Rs. 16,400 and above
(*ii*) Rs. 8,000 - 16,399
(*iii*) Rs. 6,500 - 7,999
(*iv*) Rs. 4,100 - 6,499
(*v*) Below Rs. 4,100 — *SR* 17, *GIO* (1).

The classification is decided by the employee's pay on the post actually held by him, whether permanent, temporary, or officiating.

In transit between two posts.—An employee in transit from one post to another ranks in the lower of the two.—*SR* 19.

Gradation of re-employed pensioner.—1. If he ceases to draw pension, the grade depends on the actual pay received from time to time.

2. If pension is drawn in addition to pay in the re-employed post and if the pay in the re-employed post is reduced by full pension, the grade will be on the basis of the total of pension and pay. If such total exceeds the maximum of the time-scale of the re-employed post, the grade will be on the basis of the maximum of the scale.

3. The amount of pension taken into account will be the amount sanctioned before commutation, if any.

4. The grade will be decided on the basis of pay alone in the case of re-employed civil and military pensioners whose previous pension was ignored while fixing pay on re-employment.— *SR* 17, *GIO* (6).

2. Daily Allowance

[Swamy's—FR & SR, Part-II]

1. Rates

Rates of D.A for halt at various stations/localities are given below. The localities of Columns 2 to 4 of the Table are specified in the next subject.

(1)	(2)		(3)		(4)		(5)	
Pay Range	A-1 Class cities		A-Class cities and specially expensive localities		B-1 Class cities and expensive localities		Other localities	
	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel	Ordy.	Hotel
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
Rs. 16,400 and above	260	650	210	525	170	425	135	335
Rs. 8,000 to Rs. 16,399	230	505	185	405	150	330	120	225
Rs. 6,500 to Rs. 7,999	200	380	160	305	130	250	105	200
Rs. 4,100 to Rs. 6,499	170	245	135	195	110	160	90	130
Below Rs. 4,100	105	125	85	100	70	85	55	65

— *SR* 51, *GIO* (1).

2. Basis for D.A. calculation

1. Absence from headquarters on calendar day basis, i.e., from midnight to midnight.

Absence not exceeding 6 hours	...	Nil
Absence exceeding 6 hours but not exceeding 12 hours		70%
Absence exceeding 12 hours	...	100%

2. D.A. for journey period is only at ordinary rates as in Column (5) of the Table even if it is through an expensive locality.

3. For return to headquarters on the same day, D.A. is at ordinary rates only, irrespective of the fact that the journey was performed to an expensive locality.

Illustration.—

Dep. Ordy. locality	0600 Hrs	Arr. Exp. locality	0800 Hrs.
Dep. Exp. locality	2000 Hrs	Arr. Ordy. locality	2200 Hrs.

Ordinary rate of DA only admissible.

If on the other hand, the same official leaves the expensive locality at 2300 hrs and reaches his Hqrs. at 0100 hrs (next day), he is entitled to higher rate of DA.

4. For local journey, D.A. is only at half the ordinary rate, irrespective of the locality.

5. For enforced halts *en route* treated as duty, due to breakdown of communications caused by flood, rain, etc., D.A. is admissible at ordinary rates only.

6. D.A. is admissible for period of absence at tour station regularized as special casual leave due to disturbances, imposition of curfew, etc.

7. D.A. may be calculated either with reference to period spent on journey first and thereafter for the period spent in expensive locality or the other way round, whichever is beneficial.— *SR* 51, *GIOs*.

8. No D.A. for Sundays and Holidays unless the employee is actually and not merely constructively on camp. No D.A. for leave and restricted holidays availed while on tour.— *SR* 72, *GIO* (1).

9. Full D.A. is admissible for the first 180 days of continuous halt at a station on tour/temporary transfer/training. No D.A. beyond 180 days.

10. Tour ends on return to headquarters. Tour to the same place again is treated a fresh one and D.A. will be at full rates.— *SR* 73, *GIOs* (1) & (2).

3. Eligibility of D.A. in various circumstances

A.	Free boarding and/or lodging charges availed	
	Free boarding and lodging	25% of ordinary rate.
	Free board alone	50% -do-
	Free lodging alone	75% -do-
	Stay in office building free of cost	75% -do-
B.	Stay in Government/Public Sector Guest House/rest rooms of IAAI in International Airports or making own arrangements.	At ordinary rates.
C.	Lodging charges paid in excess of 25% of normal D.A. while staying in Government/Public Sector Guest House/Hostel attached to Indian Institute of Public Administration, New Delhi.	75% of ordinary rate + lodging charges (exclusive of breakfast/meals) restricted to hotel rate.
D.	Stay in hotel and other establishments including private lodges, guest/rest house, YMCA/YWCA hostels.	90% of ordinary rate + lodging charges restricted to hotel rate.

NOTE 1.— Claim for hotel rate of D.A. to be supported by vouchers for payment of lodging charges.

NOTE 2.— Luxury Tax charged by hotels allowable subject to overall ceiling.— *SR* 51, *GIOs*.

3. Cities/Areas for D.A. at 'A-1', 'A' and 'B-1' rates

[Swamy's — FR & SR, Part-II]

[Pre-1-8-1997 classification of cities continue for purpose of D.A. at higher rates — *vide* GIO (2-A) below SR 51]

'A-1' CLASS CITY RATES

Cities:

1. Brihan Mumbai UA
2. Chennai UA
3. Delhi UA
4. Kolkata UA

'A' CLASS CITY RATES

Cities:

- Ahmedabad UA
- Bangalore UA
- Hyderabad UA
- Jaipur UA
- Kanpur UA
- Lucknow UA
- Nagpur UA
- Pune UA

Specially Expensive Localities:

- Darjeeling District (except Siliguri sub-division)
- Darjeeling Town
- NEFA areas beyond Inner Line
- Naga Hills Tuensange area beyond the Inner Line

Expensive/Remote Localities of Himachal Pradesh:

- Lahaul and Spiti District Kinnaur District
- Bharmour sub-division and Pangi sub-division of Chamba District
- Pargana of Pandrahbis
- Outer Seraj and Malana Panchayat Areas of Kulu District
- Sarahan and Gram Panchayats of Munish, Darkali and Kashapet of Rampur Tehsil of Simla District
- Chhuhar Valley of Jogindernagar Tehsil of Mandi District
- Mangal Panchayat area of Solan District
- Dodrakwar area of Rohru Tehsil
- Parganas of Chhebis, Naubis, Barabis, Pandrahbis and Atharahbis
- Chhota Bhangal and Bara Bhangal areas of Palampur sub-division of Kangra District

The following hill areas in Manipur which do not fall on the National Highway:—

- Ukhrul
- Churachandpur
- Saikul sub-division (in Senapati District)
- Tamenlong
- Jiribam
- Mao Maram
- Tengnampal

'B-1' CLASS CITY RATES

Cities:

- Agra UA
- Allahabad UA
- Bhopal UA
- Coimbatore UA
- Dhanbad UA
- Indore UA
- Jabalpur UA
- Jamshedpur UA
- Kochi UA
- Kozhikode UA
- Ludhiana
- Madurai UA
- Meerut UA
- Patna UA
- Surat UA
- Thiruvananthapuram UA
- Vadodara UA
- Varanasi UA
- Vijayawada UA
- Visakhapatnam UA

Expensive Localities:

- Shimla
- Laccadive, Minicoy and Amindivi Islands
- Jammu and Kashmir
- Andaman and Nicobar Islands

The following areas of Himachal Pradesh:—

- Janjehli Block of Chachoit Tehsil of Mandi District
- Chopal Tehsil of Shimla District Trans-Giri Tract of Sirmur District
- Churah Tehsil, Kurir Panchayat and Belej Pargana of Chamba Tehsil and Salooni Tehsil of Chamba District
- Manali-Ujhi area, Parvati and Lagg Valley and Banjar Block of Kulu District

4. T.A. on Tour

[Swamy's — FR & SR, Part-II]

Entitlement.—T.A. on tour is from duty point/residence at headquarters to duty point at the distant station and vice versa. It comprises—

(1) Fare for journeys by rail/road/air/sea;

(2) Road mileage for road journey otherwise than by bus;

(3) D.A. for the entire period of absence from headquarters including journey period.

Entitlements for travel by rail:

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 16,400 and above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,399	AC Chair Car	AC 2-tier	AC 2-tier
Rs. 6,500 to Rs. 7,999	-do-	AC 3-tier	First Class/AC 3-tier/AC Chair Car
Rs. 4,100 to Rs. 6,499	-do-	-do-	-do-
Below Rs. 4,100	-do-	-do-	Sleeper Class

Those entitled to travel by First Class/AC 3-tier/AC Chair Car may travel on tour/transfer by AC 2-tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.

When journey is performed by longer route by rail, partly by lower class and partly by the entitled class, the claim is to be regulated on proportionate basis, by calculating mileage allowance for different modes/classes by the shortest route in the ratio of the distance covered by such modes by the longer route actually used.

Entitlements for travel by road:

	Basic Pay + NPA + SI	Entitlements
(1)	Rs. 16,400 and above	AC Taxi/Ordinary Taxi/Car/Auto-rickshaw/Own Scooter/Moped/Any Bus including AC Bus.
(2)	Rs. 8,000-Rs. 16,399	Same as 1 above, except AC Taxi.
(3)	Rs. 6,500-Rs. 7,999	Same as 1 above except AC Bus/AC Taxi.
(4)	Rs. 4,100-Rs. 6,499	Autorickshaw/Scooter/Moped/Any Bus except AC Bus.
(5)	Below Rs. 4,100	Autorickshaw/Scooter/Moped/Ordinary Bus.

It is not necessary that the Car/Scooter should have been registered in the name of the Government servant.

Rate of road mileage.—Actual fare will be paid for travel by public bus. Mileage allowance at 60 P. per km will be admissible for journey by bicycle/ foot.

For journeys by autorickshaw/taxi/car, entitlement will be at the rates notified by the concerned Director of Transport.

If no rates have been notified/prescribed, prevailing rates in the Metropolitan city of the State may be adopted. If no such rates have been fixed, then the rates of the neighbouring State be adopted. When no rates become available even after this, following rates may be fixed:—

For journeys performed in own car/taxi	Rs. 8/km
For journeys performed by autorickshaw/scooter	Rs. 4/km

Special entitlements of Taxi fare in Metropolitan cities:

For official journeys on tour from Office/ Residence to Airport/ Railway Station/Bus Station and vice versa in Delhi, Mumbai, Kolkata and Chennai.	Taxi fare as prescribed by the respective Director of Transport *plus* 25% thereon *or* Actual Taxi fare, whichever is less *or* charges paid under Pre-paid taxi charges system managed by Police/Airport Authority, if availed. If own car is used, mileage will be limited to one trip each only at the time of arrival and departure, at the rate approved for taxis.

— *SR* 34, *GIOs* (1) *to* (3) *and* (5) & *SR* 46, *GIOs* (1), (2) *and* 2-*A*.

Sharing of auto/taxi.—For travel by shared taxi/auto, the entitlement will be the actual share limited to half the mileage otherwise admissible.—*SR* 46, *GIO* (1).

Journey by Tonga, etc.—Tonga, autorickshaw, cycle rickshaw and man-driven rickshaw are equated to journey by scooter/motor cycle. For travel by a friend's scooter as a pillion rider, the amount admissible will be half the prescribed rate or the actual cost of propulsion, whichever is less.—*SR* 46, *GIO* (1).

Journey by road between places connected by rail.—

(*i*) May travel by own car/taxi/scooter/motor cycle. Entitlement will be road mileage restricted to rail fare of the highest entitled class available on the particular route. Full road mileage will be admissible if travel by road was in public interest.

(*ii*) May travel by any type of bus in any class. The entitlement will be the actual fare paid restricted to rail fare of the highest entitled class available on the particular route.

Journey by road between places not connected by rail.— May travel by the entitled conveyance or public transport system at their discretion. Mode of conveyance needs no approval from higher authority. The entitlement will be the road mileage at the rates indicated above.

Local journeys made from the duty point at the tour station.—Mileage allowance not admissible.— *SR* 46, *GIO* (7).

Reservation charges.— For seat / sleeper berth are reimbursable.— *SR* 34, *GIO* (6), *SR* 46, *GIO* (9).

Tatkal Seva charges.—Reimbursement allowed in extremely emergent circumstances only for railway journeys undertaken for official purposes.— *SR* 34, *GIO* (6).

Telegram expenses.— Charged by Railways for reservation of onward/ return journey are reimbursable.— *SR* 34, *GIO* (6).

Cancellation charges.— For official journeys cancelled in public interest, cancellation and reservation charges are reimbursable and are to be claimed in the normal T.A. Bill form.— *SR* 34, *GIO* (6), *SR* 46, *GIO* (10).

5. Journeys by Air

[Swamy's—FR & SR, Part - II]

Entitled Officers.— Officers in receipt of pay of Rs. 16,400 and above (Basic Pay + NPA + SI) may, at their discretion, travel by air on tour/transfer.

Non-entitled Officers.— (*a*) Those drawing pay of Rs. 12,300 and above but below Rs. 16,400 may travel by air on tour/transfer at their discretion, if the distance involved is more than 500 km and the journey cannot be performed overnight (ordinarily covered between 6 p.m. and 8 a.m.) by a direct train/direct slip coach service.

(*b*) In other cases, Secretaries of the Administrative Ministries can authorize air travel, if the expenditure is kept within funds allotted.

Special cases.— (*a*) One member (non-entitled) of the personal staff of Minister may be permitted to travel with him on tour—whether official or private.

(*b*) One non-entitled officer may accompany VIPs/Foreign delegations as a protocol requirement—to be cleared by Financial Adviser; and if more than one—Finance Ministry's approval required.

(*c*) Sportsmen, Managers, Coaches, Masseurs and Doctors selected for sporting events of international importance held outside India, may travel by economy class.

Entitled class.— (*a*) *Within India*—

Officers of and above the rank of Additional Secretary	Executive Class.
Others	Economy (Tourist) Class/Standard Class.

(*b*) *Outside India*—

Officers of the level of Secretary to the Government of India or of equivalent status	First Class
Officers of the level of Additional Secretaries and Joint Secretaries and of equivalent status	Business/Club Class
Others	Economy Class

Journeys to be performed by Air India to the maximum extent.—*SR* 48-*B, GIOs*.

Journey by private airlines.—Journey may be performed by private airlines only in cases where the station to which the Government servant has to go on official duty is not connected at all by Indian Airlines/ Vayudoot.—*SR* 48-A.

6. Journeys by Sea/River Steamer

[Swamy's—FR & SR, Part-II]

Entitlement for journeys by sea or by river steamer

Pay Range Officers drawing pay	A & N islands and Lakshadweep Islands (Shipping Corpn. of India)	Others
Rs. 8,000 and above	Deluxe Class	Highest class.
Rs. 6,500 to Rs. 7,999	First/"A" Cabin Class	If there be two classes only on the steamer, the lower class.
Rs. 4,100 to Rs. 6,499	Second/"B" Cabin Class	If there be two classes only, the lower class. If there be three classes, the middle or second class. If there be four classes, the third class.
Below Rs. 4,100	Bunk Class	The lowest class.

— *SR* 40, *GIOs* (1) & (2).

7. T.A. for local journeys

[Swamy's — FR & SR, Part-II]

Local Journeys mean journeys on duty on any day beyond 8 km from the duty point at Headquarters and within the limits of suburban or other Municipalities, Notified Areas or Cantonments contiguous to the Municipality/Corporation of the Town or City in which the duty point is located. Journeys performed within the limits of an Urban Agglomeration within which the employee's headquarter is located will also be treated as 'local journeys'.

1. T.A. for local journeys: Mileage allowance for the journeys performed on all the days spent on temporary duty and in addition 50% of the admissible D.A. Option is available either to claim reimbursement of conveyance hire charges under Delegation of Financial Powers Rules or to claim normal T.A. as above.

2. T.A. for a local journey is admissible if the temporary place of duty is beyond 8 km from the normal place of duty, irrespective of whether the journey is performed from residence or from the normal place of duty.

3. Local journeys should normally be performed in the same way as journey to duty point, i.e., by bus, local trains or own conveyance. Where travel by special means like taxi, scooter, etc., is considered necessary, prior permission of superior authority is necessary. If more than one official is deputed for duty at the same point, they should, as far as possible, travel together by sharing the hire charges of the taxi or scooter or other conveyance, if necessary, by assembling at the normal duty point.

For journeys to temporary duty point within a distance of eight kilometres from the residence, if performed by public conveyances, such as bus, local trains, trams and ferries, fares paid will be reimbursed. In case of travel by 'Whiteline buses' plying in Delhi/New Delhi, reimbursement will be made on production of tickets. If such journeys are performed by taxi/autorickshaw/own car/scooter, no mileage allowance is admissible.

4. The bus/rail fare/mileage allowance for local journeys should be based on the actual distance travelled or the distance between the normal duty point and temporary duty point, whichever is less.

5. If provided with conveyance free of charge, D.A. only will be admissible.

6. D.A. for 'local journeys' will be admissible only at the ordinary rates. The special rates of D.A. prescribed in respect of certain expensive cities are not applicable to officers having headquarters in those cities and performing local journeys.— *SR* 71, *GIO* (2), *SR* 46, *GIO* (6) *and SR* 51, *GIO* (3).

7. 180 days limit.—An official required to perform duty at a temporary duty point, will be paid D.A. for the first 180 days only. Beyond 180 days, no D.A. will be admissible.— *SR* 51, *GIO* (8).

8. T.A. when deputed for training

[Swamy's — FR & SR, Part-II]

1. An employee deputed to undergo a course of training in India (refresher/in-service/pre-promotional) is entitled to draw T.A. and D.A. as on tour as follows:—

When boarding and lodging not provided—

First 180 days	Full D.A.
Beyond 180 days	Nil

Training Institutes where boarding and lodging facilities exist (*including mess run on co-operative basis at the training centre*)—

First 30 days	Full D.A.
Next 150 days	Half D.A.
Beyond 180 days	Nil

2. If the training exceeds 180 days, option to draw either T.A. as on transfer or tour T.A. *plus* D.A. for the first 180 days is available.

3. If theoretical training and practical training are given in two different stations, D.A. in the second station will commence afresh irrespective of whether D.A. was drawn for 180 days or less in the first station. If both theoretical and practical trainings are at the same station, D.A. will be admissible for the first 180 days only.

4. An employee on training at a particular station going on tour to another station will be entitled to draw D.A. at full rate for stay in the touring station, but this period will also be taken into account for computing 180 days of halt at the training station.

5. No T.A./D.A. is admissible for training at the headquarters irrespective of the distance between normal duty point and the training centre.

6. An employee drawing D.A.. during training will be entitled to draw HRA and CCA only at the rates admissible at his headquarters from where he has been deputed to the training. Even beyond 180 days when no D.A. is admissible, the HRA and CCA will be admissible only at the rates admissible at his headquarters.—*SR* 164 & *GIOs & HRA, CCA Orders.*

9. T.A. on Temporary Transfer

[Swamy's — FR & SR, Part-II]

1. In all cases of transfers for short periods not exceeding 180 days, the journeys from headquarters to the station of deputation and back will be treated as on tour and D.A. granted for the first 180 days only— *SR* 114, *GIO* (2).

2. Joining time is not admissible. Only actual transit time as for tour allowed.—*Rule* 4 (1), *Appendix*-10, *FR, Part* - I.

3. No advance of pay is admissible.

4. If a transfer originally made for a period more than 180 days is reduced to 180 days or less later, the T.A. claim originally allowed should not be changed to the disadvantage of the official.

5. If a temporary transfer originally made for a period of 180 days or less is later extended beyond 180 days, the T.A already drawn shall be adjusted in the transfer T.A. claim; but D.A. is admissible up to the date of issue of the revised orders.— *SR* 114, *GIO* (2).

10. T.A. on Transfer

[Swamy's — FR & SR, Part-II]

Transfer means the movement of an employee from one headquarter station in which he is employed to another such station, either to take up the duties of a new post, or in consequence of a change of his headquarters.—*SR* 2 (18).

Admissibility.—Admissible only if the transfer is in the public interest and not at one's own request.

Dept. of Posts.—Posting to a place of choice on completion of full tenure may not be normally termed as transfer on own request under SR 114. Officials transferred after completion of full tenure as prescribed from time to time to the place of their choice will be entitled for T.A. and transit.—*Dept. of Posts*, *No.* 17-3/94-*PAP, dated* 18-12-1995.

Transfer T.A. entitlement.—Transfer T.A. comprises of the following elements:—

(*i*) a composite transfer grant equal to one month's basic pay;

(*ii*) actual fares for self and family for journey by rail/steamer/air;

(*iii*) road mileage for journey by road between places not connected by rail;

(*iv*) cost of transportation of personal effects from residence to residence; and

(*v*) cost of transportation of conveyance possessed by the employee.

While the grade of the Government servant is determined with reference to the facts on the date of his transfer, the number of fares admissible is to be determined with reference to the facts on the date of journey. No travelling allowance is admissible for any member added to the family after the date of transfer.—*SR* 116 (*b*) (*iii*).

In addition to the above, the employee will be entitled for an additional fare by the entitled class for self for both onward and return journeys, if he has to leave his family behind due to non-availability of Government accommodation at the new place of posting.— *SR* 116, *GIO* (1).

An employee whose family does not accompany him to the new station while joining on transfer, has an option to claim for him

either for the first journey undertaken to join the new post

or for the journey subsequently undertaken along with family members.— *SR* 116, *GIO* (7).

At the Same Station—

(*i*) No T.A. if no change of residence is involved.

(*ii*) If there is compulsory change of residence solely due to the transfer—

(*a*) actual cost of conveyance for self and family limited to the road mileage and actual cost of transportation of personal effects admissible subject to the prescribed limits and

(*b*) Composite Transfer Grant equal to one-third of basic pay.

— *SR* 116, *GIO* (15).

Between two stations within a short distance not more than 20 km.—

(*i*) No T.A. if no change of residence is involved

(*ii*) If change of residence is involved—

(*a*) Full Transfer T.A. will be allowed and

(*b*) Composite transfer grant equal to one-third of basic pay.

— *SR* 116, *GIO* (15).

Definition of family.— Family includes—

(1) Spouse residing with the employee. (Need not be dependent). Only one wife is included in the term 'family'.

(2) Legitimate children and stepchildren, residing with and wholly dependent. Children includes major sons, legally adopted children and widowed daughters, residing with and wholly dependent. Restricted to two children with effect from 1st January, 1999. However, this restriction does not apply to existing employees with more than two children including those born up to 31-12-1998. Does not apply also to employees with no/one child on 31-12-1998 but next confinement resulting in multiple births thereby increasing the number to more than two.

(3) Married daughter, if divorced, abandoned or separated from her husband and residing with and financially dependent on the parent.

(4) Parents, stepmother, unmarried sisters and minor brothers residing with and wholly dependent. (Major brothers are not included.)

(5) Widowed sisters residing with and wholly dependent (provided their father is either not alive or is himself wholly dependent on the employee.)— *SR* 2 (8) & *GIO* (1).

EXPLANATION.— In the case of wife/husband, the necessary condition is—'residing with'. Other members of the family should satisfy both conditions—'residing with' and 'wholly dependent'.— *SR* 2 (8).

Children studying in educational institutions away from their parents at the time of transfer but joining their parents at the time of vacation, are treated as members of family subject to other conditions for drawal of T.A.— *SR* 116, *GIO* (6).

Wards.— Children taken as wards by the Government servant under the "Guardians and Wards Act, 1890" will be treated as Government servant's children if the Government servant treats the ward as member of the family and through a special will gives the ward the same status as that of natural children.— *SR*. 2 (8), *GIO* (1).

Definition of dependant.— Any family member whose income from all sources, including pension (inclusive of pension equivalent of DCRG, but excluding Dearness Relief) does not exceed Rs. 1,500 p.m., is deemed to be wholly dependent on the employee. Children getting stipend, scholarship, etc., in excess of Rs. 1,500 p.m. are not considered as dependants.— *SR* 2 (8), *GIOs* (3) *and* (4).

For journeys by Rail/Road/Air/Steamer entitlement will be as for journeys on tour.

By road between places not connected by rail.— For journey by public bus, actual bus fare for self and each member of family is admissible and if the journey is performed otherwise than by public bus, mileage allowance at the appropriate rate will be admissible as follows:—

(*i*) One mileage for self/self and one additional member;

(*ii*) Two mileages if two members of family accompany;

(*iii*) Three mileages if more than two members of family accompany.

— *SR* 116, *GIO* (1).

By road between places connected by rail.— Road mileage limited to rail mileage by the entitled class.

Option to family.—The family may travel—

(*i*) from the old headquarters to the new headquarters; or

(*ii*) from any other station to the new headquarters; or

(*iii*) from the old headquarters to any other station.

But the claim will be restricted to that admissible from the old to the new headquarters.— *SR* 116 (*b*).

Time-limit.—The members of the family should perform the journey not earlier than one month prior to the date of relief at the old station or within six months of his taking over charge at the new station. This time-limit can be extended in deserving cases by Head of Department.—*SR* 116 (*b*) (*iii*), *GIO* (1).

Entitlements at a glance

Basic pay + NPA + Stagnation Increment	Composite Transfer Grant	Personal effects		
		By train/steamer	Rate per km for transport by road	
		Maximum	'A-1', 'A' and 'B-1' cities	Other places
			Rs. P.	Rs. P.
Rs. 16,400 and above	Equal to one month's basic pay + NPA + SI	Full four-wheeler wagon, or 6,000 kg by goods train, or one Double Container	30.00	18.00

(1)	(2)	(3)	(4)	(5)
Rs. 8,000 to 16,399	Equal to one month's basic pay + NPA + SI	Full four-wheeler wagon, or 6,000 kg by goods train, or one Single Container	30.00	18.00
Rs. 6,500 to 7,999	-do-	3,000 kg	15.00	9.00
Rs. 4,100 to 6,499	-do-	1,500 kg	7.60	4.60
Rs. 3,350 to 4,099	-do-	1,500 kg	7.60	4.60
Below Rs. 3,350	-do-	1,000 kg	6.00	4.00

Personal effects should be transported by goods between places connected by rail. If transported by road, the actual expenditure or $1\frac{1}{4}$ times of the amount admissible for transport by goods train for the maximum admissible quantity, whichever is less, will be admissible.— *SR* 116 (*a*) *I* (*iii*) (*Notes* 1 *to* 5); *and GIOs*.

The higher rate of road mileage is admissible for transport of personal effects between one place and another within the limits of 'A-1', 'A' or 'B-1' Class cities.

The lower rate of road mileage is admissible for transport of personal effects between stations not connected by rail.— *SR* 116, *GIO* (1).

Transport of Conveyance.—The possession of the conveyance (either at the old or at the new station) need not be in public interest.— *SR* 116, *Item VI GIO* (1).

Basic Pay + NPA + SI	Authorized Scale
Rs. 6,500 and above ...	One motor car or one motor cycle/scooter or one horse.
Below Rs. 6,500 ...	One motor cycle/scooter/moped or one bicycle.

Transport by rail:

(*a*) By Passenger: Actual freight charged by the Railway.

(*b*) By Goods: Cost of packing, cost of transporting the packed car, motor cycle to and from the goods-shed, cost of crating the car, loading and unloading charges, cost of ropes, etc., are all reimbursable. Claim to be limited to the amount under (*a*) above.—*SR* 116 (*a*) *I* (*iv*), *Note* 3.

(*c*) One Second Class fare by the shortest route between the stations from and to which the car is actually transported by rail can be drawn for a Chauffeur or Cleaner.—*SR* 116 (*a*) *I* (*iv*), *Note* 1.

Transport by road :

(*a*) **Car/scooter or motor cycle/moped**

Mode of transportation	Between places connected by rail	Between places not connected by rail
(*i*) When the conveyance is sent loaded on a truck.	Actual expenses/ amount at the prescribed rate*/cost of transportation by passenger train, whichever is the least.	Actual expenses limited to the amount at the prescribed rate.*
(*ii*) When the conveyance is sent under its own propulsion.	Amount at the prescribed rate* limited to cost of transportation by passenger train.	Amount at the prescribed rate*.

**Prescribed rate*.—The rate prescribed for journey by taxi/autorickshaw, as the case may be, by the Director of Transport at the starting point.

NOTE.—When the conveyance is sent under its own propulsion, the Government servant/members of family travelling in the car will *not* be entitled to separate fare by air/rail/road mileage. Separate air/rail/road mileage will be admissible for the Government servant and/or members of family if they travel otherwise than by the conveyance being transported under its own propulsion.

(*b*) **Bicycle.**—Between the places connected by rail, actual cost of transportation limited to the freight charges by passenger train; between places not connected by rail, mileage at the rate of 60 P. per km.— *SR* 116, *GIO* (1).

11. T.A. on Retirement

[Swamy's — FR & SR, Part-II]

1. Entitlements.—*When the retired employee settles down in a station other than the last station of duty.*—Same as on transfer including lumpsum Composite Transfer Grant. Travel by air is also admissible.

The retired employee and family may travel from the last headquarters to the declared Home town, or to any other selected place of residence where he wishes to settle.— *SR* 147, *GIO* (1).

When the person settles down in the last station of duty but with change of residence or at a place not exceeding 20 km.—

(*a*)	Self and family	Actual cost of conveyance not exceeding the road mileage allowance admissible for transfer.
(*b*)	Personal effects	Actual cost of transportation not exceeding the amount admissible for transfer.

(*c*)	Transportation of Conveyance	An allowance at the rates prescribed by the Director of Transport for journey by taxi/autorickshaw, as the case may be. Where the above allowance is claimed, no mileage will be admissible for self. If the family also travels by the same conveyance, they will also not be entitled to mileage allowance.
(*d*)	Composite Transfer Grant	Amount equal to one-third of his Basic pay.

NOTE.—The last station of duty means and includes the areas falling within the Urban Agglomeration of such station.

2. T.A. not admissible on resignation, dismissal, etc.—The concession is admissible only to persons who retire on retiring pension or on superannuation, invalid or compensation pension. It is not admissible to employees who quit service by resignation or who may be dismissed or removed from service. The concession is also not admissible to persons who are compulsorily retired as a measure of punishment.—*SR* 147, *GIO* (1).

3. Admissible to temporary employees.—The concession will be admissible also to temporary employees who have put in a total service of not less than ten years under the Central Government and

(*a*) who retire on attaining the age of superannuation; or

(*b*) who are invalided; or

(*c*) who are retrenched from service without being offered alternative employment.— *SR* 147, *GIO* (1).

4. Time-limit.—The concession should be availed by the employee during leave preparatory to retirement or within one year of the date of his retirement.

5. Advances.—Advances may be sanctioned only when the journey is performed during leave preparatory to retirement. Advance will be limited to the amount to which the employee may be entitled under the rules, and will be adjusted in full on submission of the T.A. Bill. No advance is admissible when the journey is performed after retirement.—*SR* 147, *GIO* (5) *& Rule* 224 *GFRs*.

12. T.A. to the family of a deceased employee

[Swamy's — FR & SR, Part - II]

1. Entitlements.—Same as for retirement.

2. The family of an employee who dies in service may travel from the last headquarters of the employee to the Home town, or to any other selected place of residence where the family wishes to settle down.

3. If at the time of the death of the employee any member of his family happens to be at a station other than his headquarters, such member may travel from that station to the Home town or selected place of residence. But the claim will be restricted to what is admissible from the last headquarters to the Home town or selected place of residence, as the case may be.

4. If any member of the employee's family proceeds from the last headquarters to a place other than the selected place of residence, the claim will be restricted to what is admissible from the last headquarters to the selected place of residence.

5. The journey should be completed within one year after the date of death.

6. The concession is not admissible to families of —

(*a*) Employees who die while on leave preparatory to retirement;

(*b*) Retired employees who are re-employed; and

(*c*) Temporary employees who have not rendered three years of continuous service.— *SR* 148, *GIO* (1).

7. Advance of T.A.— (*a*) **Amount.**—Limited to three-fourths of the probable amount of travelling expenses admissible under the rules.

(*b*) **Conditions.**— (1) Only one member of the family can receive on behalf of all. (2) Only one advance is admissible. (3) Surety of a permanent employee of comparable or higher status is necessary. (4) An undertaking from the person receiving the advance to abide by the conditions for recovery is also necessary.

(*c*) **Recovery.**— (1) Account should be rendered within one month of the completion of the journey if the family travels in one batch. (2) If the family travels in more than one batch, account to be rendered within one month of completion of the journey by the last batch. (3) In any case, the journeys should be completed within one year and account rendered within one month thereof. Otherwise, the amount should be refunded.— *SR* 148, *GIO* (3).

13. Advance of T.A. on Tour

[Swamy's — General Financial Rules]

Amount.— (1) An amount sufficient to cover the official's personal travelling expenses for a month, viz., daily allowance, road/rail/air fares, for journeys both ways. (2) In the case of prolonged tour in the interior, to places difficult of access, an amount sufficient to cover daily allowance, road/rail/air fares and contingent charges such as for the hire of conveyance, conveyance of records, tents, etc., for six weeks.— *Rules* 231 & 232.

Eligibility.—All cases where T.A. is admissible as for a journey on tour.

Conditions.—The advance should be adjusted within fifteen days of completion of the tour/rejoining duty if gone on leave immediately on completion of tour. A second advance cannot be sanctioned until an account has been given of the first except when a second journey is required to be undertaken soon after the completion of the first leaving no time for the employee to prefer his T.A. Bill in respect of the first advance.— *Rule* 233.

Recovery.—By adjustment from the T.A. Bill submitted after completion of the journey.—*Rule* 234.

14. Advance of Pay and T.A. on Transfer

[Swamy's — General Financial Rules]

Amount.—1. One month's pay in cases of normal transfer.— *Rule* 223.

2. Two months' pay if the transfer is due to shift of headquarters as a result of Government policy.— *Rule* 223.

Advance of pay can be taken at the new station, if so desired.

3. In addition to 1 or 2 above, advance of T.A. as admissible under the rules, for self and family. This can be drawn either in one instalment or separately for self and family in two instalments.— *Rule* 223 *and GID* (3).

Eligibility.—1. Employees under orders of transfer, including those on leave.

2. Employees proceeding on foreign service in India or on reversion from such service.—*Rules* 222 & 226, *GIO* (3).

3. Not admissible when the transfer is at official's request and not in public interest.

4. Not admissible when the transfer is within the same station.

Recovery.—1. Advance of pay of one month — In not more than 3 instalments.

2. Advance of pay of two months — In 24 instalments.

3. Monthly rate of recovery should be in whole rupees, the balance being recovered in the last instalment.

4. Should commence from the month in which the official draws a full month's pay and/or leave salary after joining new appointment.

5. Advance of T.A. should be recovered in full from the T.A. Bill—*Rules* 225 & 226.

15. Illustrations

D.A. — Partly ordinary and partly expensive locality

Total absence from Headquarters	...	...	From 0700 hours of 2/1 To 1300 hours of 9/1
Arrival at expensive locality	...	...	1100 hours of 3/1
Departure from expensive locality	...	...	1130 hours of 6/1

D.A. at ordinary locality	...	Rs. 120
D.A. at expensive locality	...	Rs. 150
Calculation of D.A.:		
Total number of D.As. admissible		8.0 D.As.
Expensive locality		
1100 hours of 3/1 to 1130 hours of 6/1		3.7 D.As.
Balance at ordinary rates	...	4.3 D.As.
3.7 D.As. at Rs. 150	...	Rs. 555.00
4.3 D.As. at Rs. 120	...	Rs. 516.00
	Total	Rs. 1,071.00

D.A. — Partly ordinary rates and partly hotel rates

Model - 1

Rate of D.A.	...	Ordinary	...	Rs. 105
		Hotel rate	...	Rs. 200
Period of absence	...	From 1000 hours of 19/11 To 2100 hours of 25/11		
Period of stay in Hotel		From 1830 hours of 19/11 To 1700 hours of 24/11		

Lodging charges paid Rs. 100 per day for 5 days.

Calculation of D.A.

No. of D.As. admissible for the total period of absence.	7.0
For stay in Hotel	5.0
Ordinary rates	2.0

D.A. for stay in Hotel:	Rs. P.
Ordinary rate	105. 00
Less 10%	10. 50
	94. 50
Add Lodging charges	100. 00
Total (*a*)	194. 50

(*a*) is less than the maximum admissible rate of Rs. 200 and hence allowed.

	Rs. P.
5 D.As. at Rs. 194.50	972. 50
2 D.As. at Rs. 105.00	210. 00
Total	1,182. 50

In the above case, if the lodging charges had been Rs. 120 per day, (*a*) will be Rs. 214.50, which will be restricted to the maximum admissible rate of Rs. 200.

Model - 2

Rate of D.A.	...	Ordinary	...	Rs. 105
		Hotel rate	...	Rs. 200
Period of absence	...	From 1000 hours of 19/11 To 2100 hours of 25/11		
Period of stay in Hotel ...		From 1830 hours of 19/11 To 2200 hours of 24/11		

Lodging charges paid Rs. 100 per day for 6 days.

D.A. for stay in Hotel:

No. of D.As. admissible for the period from 1830 hrs of 19/11 to 2200 hrs. of 24/11	5.0

Calculation of D.A.

No. of D.As. admissible for the total period of absence.	7.0
For stay in Hotel	5.0
Ordinary rates	2.0

	Rs. P.
5 D.As. at ordinary rates (Rs. 105 x 5)	525. 00
Less 10%	52. 50
	472. 50
Add actual lodging charges paid for the above period (Rs. 100 x 6)	600. 00
Total	1,072. 50

[To be limited to 5 D.As. at Rs. 200 (maximum admissible for stay in hotel per day), i.e., Rs. 1,000]

Thus the amount of D.A. admissible for stay in hotel is Rs. 1,000.

Total D.A. admissible:

	Rs. P.
2 D.As. at the ordinary rate	210. 00
5 D.As. for stay at hotel rate	1,000. 00
Total	1,210.00

17

Joining Time

[CCS (Joining Time) Rules—Swamy's FR & SR, Part - I, Appendix - 10]

1. When Admissible

1. To join on transfer in public interest, a new post either at the same or a new station.—*Rule* 4 (1).

2. To permanent/temporary employees and permanent/provisionally permanent State Government employees on appointment on the results of a competitive examination/interview open to Government servants and others. (However, joining time pay will not be admissible to temporary Central Government employees who have not completed 3 years of regular continuous service.) — *Rule* 4 (4).

3. To surplus staff transferred from one post to another under the Scheme regulating redeployment of surplus staff.—*Rule* 4 (2).

4. To officials discharged due to reduction of establishment in one office and appointed in another office if the orders are received while working in the old post. If they are appointed to the new post(s) after discharge, the period of break may be treated as joining time without pay, if it does not exceed 30 days, and the officials concerned have rendered not less than 3 years' continuous service.—*Rule* 4 (3).

5. Once in a calendar year, while proceeding on leave from a place in a remote locality or to a place in a remote locality.

6. Once in a calendar year, while returning from leave from a place in a remote locality or to a place in a remote locality.

7. Once in a calendar year, to officials domiciled in the Union Territories of Andaman and Nicobar Islands, Lakshadweep, while proceeding on leave to their home town in another island on the Union Territory and returning from home town.—*GIO* (1).

Temporary Transfer.—JT not admissible but only actual transit time, as on tour, is admissible.—*Rule* 4 (1).

2. Amount of Joining Time

Same Station.— One day is admissible on transfer to join a new post within the same station or in another station which does not involve change of residence. "Same Station" means the area within the same Municipality or Corporation, and its contiguous suburban Municipalities, notified areas or cantonments.—*Rule* 5 (3).

One station to another.—(*i*) One day is admissible if change of residence is not involved. (*ii*) If change of residence is involved, joining time will be admissible with reference to the distance between the old and new stations by direct route and ordinary mode(s) of travel, as given below:

Distance between the old and new Headquarters	Joining time admissible	Joining time admissible where the transfer necessarily involves continuous travel by road for more than 200 km
1,000 km or less	10 days	12 days
More than 1,000 km and up to 2,000 km	12 days	15 days
More than 2,000 km	15 days*	15 days

* In cases of travel by air, the maximum joining time admissible is 12 days.—*Rule* 5 (4).

In the cases of stations in a remote locality, additional days of joining time over and above the number of days indicated will be granted under Rule 5 (5).—*GIO* (1).

Actual and not weighted distance.—Distance should be calculated on actual basis and not on the weighted one for which fare is charged by Railways in some sections.—*Rule* 5 (4), *Note.*

Holidays.—When holiday(s) follow(s) joining time, the normal joining time shall be deemed to have been extended to cover such holiday(s).—*Rule* 5 (4).

3. Calculation from old Headquarters only

To be calculated from the old headquarters in all cases, including—

(*a*) Where an employee receives the orders in a place other than his headquarters;

(*b*) Where charge of the old post is made over in a place other than the headquarters.

(*c*) Where the headquarters is changed while on tour to the station of tour itself; and

(*d*) Where the temporary transfer is converted into permanent transfer.—*Rule* 5 (2).

4. Extension of JT

Extension of joining time can be granted up to a maximum of 30 days by Heads of Departments and beyond 30 days by the Departments of the Government of India, based on the guiding principle that the total should be approximately equal to 8 days for preparation *plus* reasonable transit time *plus* holidays, if any following.— *Rule* 5 (5).

5. Unavailed JT to be credited to the EL

If an employee is ordered to join the new post at a new place of posting without availing full joining time to which he is entitled *or* he proceeds alone to the new place and joins without availing full joining time and takes his family later within the permissible period for claiming transfer T.A., the unavailed period (full JT limited to a maximum of 15 days *minus* availed JT), will be credited to his Earned Leave account. If the addition results in the total EL at credit exceeding 300 days, the excess will be ignored.

This concession is not admissible for transfer in the same station.—*Rule* 6 (1) *and GIO* (5).

6. Combination with leave/vacation

Joining time may be combined with vacation, or leave of any kind or duration except casual leave.— *Rule* 6 (2).

7. Second transfer while in transit

An employee in transit on transfer directed to proceed to a place different from that indicated in the original transfer orders, shall be entitled to fresh joining time in addition to the joining time already availed. The fresh joining time will be calculated from the place at which he got the revised orders to the new place of posting.—*Rule* 6 (3).

8. JT Pay and Reckoning JT for increment

Joining Time Pay.—1. Joining time is regarded as duty and pay equal to the pay drawn before relinquishment of charge in the old post is admissible during joining time. In addition, Dearness Allowance appropriate to the pay, and House Rent Allowance and Compensatory City Allowance as applicable to the old headquarters, are admissible. — *Rule* 7.

Permanent Travelling Allowance and Conveyance Allowance are not admissible during joining time.— *Rule* 7.

Reckoning Joining Time for Increment. —1. Joining time will count for increment in the substantive post and the post for which pay is paid during that period.—*FR* 26 (*e*).

2. Joining time in continuation of leave counts for increments in the time-scale applicable to the post/posts on which the last day of leave before commencement of joining time counts for increments.— *FR* 26 (*e*) (*ii*).

3. Journey period availed on transfer at one's own request not regularized as leave is treated as *dies non* and does not count for increment, leave or pension.—*FR* 26.

9. Miscellaneous

When transfer is cancelled.—When the order of transfer is cancelled after the employee has handed over charge of the old post but before taking over charge of the new post, the period intervening between the dates of handing over and taking over is treated as joining time.—*C. & A.G. D* (1).

Transfer at own request.—No joining time is admissible. Regular leave may be availed of to cover the period from the date of relinquishing charge of the old post to the date of assumption of charge of the new post. If, however, holiday(s) intervene(s) between the date of relief at the old station and joining at the new station, the intervening holidays may be availed as 'holidays' and the employee need not take any leave for such period. The pay for the period so availed will be borne by the Department/Office where the official joins after transfer.—*Appendix*-10, *GIO* (6).

However, officials posted to their station of choice after completion of full tenure will be entitled to joining time.—*Dept. of Post. No.* 17-3/94-*PAP, dated* 18-12-1995.

Joining time concession while proceeding on/returning from leave in the case of those serving in N-E Region, etc.—*See* relevant Topic under Section 23.

18

Leave Travel Concession

[Swamy's — L.T.C. Rules]

1. Eligibility

1. Any employee with one year of continuous service on the date of journey performed by him/his family is eligible.

Example.—An official appointed on 31-12-2002 will be eligible for the two-year block 2002-03, but those appointed on or after 1-1-2003, will not be eligible for that block.

Government servants whose spouses are working in Indian Railways/ National Airlines are not eligible for LTC.— *OM, dated* 20-10-1997.

2. Period of unauthorized absence, declared so under FR 17-A, will be treated as break in service for calculating the continuous period of service, unless the break is condoned by the Competent Authority.

3. If an official is under suspension, the concession is admissible only to his family members.

4. When both the husband and wife are Central Government servants—

(*a*) they can declare separate Home towns independently;

(*b*) they can claim LTC for their respective families, viz., while the husband can claim for his parents/minor brothers/sisters, the wife can avail for her parents/minor brothers/sisters;

(*c*) either of the parents can claim the concession for the children in a particular block;

(*d*) the husband/wife who avails LTC as a member of the family of the spouse, cannot claim independently for SELF.

'Family' means.—

(*i*) the Government servant's wife or husband and two surviving unmarried children or stepchildren wholly dependent on the Government servant, irrespective of whether they are residing with the Government servant or not;

(*ii*) married daughters divorced, abandoned or separated from their husbands and widowed daughters and are residing with the Government servant and wholly dependent on the Government servant.

(*iii*) parents and/or stepmother residing with and wholly dependent on the Government servant;

(*iv*) unmarried minor brothers as well as unmarried, divorced, abandoned, separated from their husbands or widowed sisters residing with and wholly dependent on the Government servant, provided their parents are either not alive or are themselves wholly dependent on the Government servant.

EXPLANATIONS.—

1. The restriction of the concession to only two surviving children or stepchildren shall not be applicable in respect of (*i*) those employees who already have more than two children prior to 20-10-1998; (*ii*) where the number of children exceeds two as a result of second child birth resulting in multiple births.

2. Only one wife is included in the term ''Family'' for LTC Rules. However, if a Government servant has two legally wedded wives and the second marriage is with the specific permission of the Government, the second wife shall also be included in the definition of ''Family''.

3. It is not necessary for the spouse and children to reside with the Government servant so as to be eligible for the concession. The concession in their cases shall, however, be restricted to the actual distance travelled or the distance between the headquarters of the Government servant and the Home town/place of visit, whichever is less.

4. Children of divorced, abandoned, separated from their husbands or widowed sisters are not included in the term ''Family''.

5. A member of the family whose income from all sources, including stipend, or pension, temporary increase in pension but excluding Dearness Relief does not exceed Rs. 1,500 p.m. is deemed to be wholly dependent on the Government servant.— *Rule* 4 (*d*) *and Explanations.*

6. Husband and wife is one unit for purpose of LTC and hence the condition of dependency is not applicable.— *Dept. of Per. & Trg. Ref., dated* 15-9-1999 *to MTNL ND.*

2. Salient Points

1. Concession can be availed of for self and family separately on different occasions, even in different calendar years of the same block.

2. Family can travel in one or more groups; but each group should complete its return journey within six months from the date of its outward journey.

3. Circular tour tickets can be availed of in conjunction with the concession.

4. Can be availed of during any leave including study leave, casual leave and special casual leave.

While on study leave, the entitlement will be as under:

Family staying with Government servant

From place of study to Home town limited to admissibility from headquarters to Home town.

Family staying away from Government servant

Normal Home town entitlement.

5. Can be combined with transfer/tour.

6. Cannot be availed of during closed holidays only, without taking any leave.

Carry forward.—Concession for one block can be carried forward to the first year of the next block, i.e., the outward journey for 2002-2003 block can be performed up to 31-12-2004. Employees entitled to LTC to Home town for self alone every year cannot carry forward the concession.

Home town concession by some members of the family and "anywhere in India" by others in the same two-year block permissible.—Some members of family may avail the concession to Home town while others may avail the same for "anywhere in India" in the same two-year block.

3. Entitlements

(A) Journey by Air/Rail:

Pay Range Rs. 18,400 and above:— Air Economy (Y) Class by National Carrier.

Pay Range	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 16,400 and above	Executive Class	AC First Class	AC First Class
Rs. 8,000 to Rs. 16,399	AC Chair Car	AC 2-tier	AC 2-tier
Rs. 4,100 to Rs. 7,999	-do-	AC 3-tier	* First Class/AC 3-tier/AC Chair Car
Below Rs. 4,100	Not Entitled	Not Entitled	Sleeper Class

*All Government servants who are entitled to travel on LTC at their discretion by First Class/AC 3-tier/AC Chair Car may, travel by AC 2-tier, in cases where any of the trains connecting the originating and destination stations by the direct shortest route do not provide these three classes of accommodation.

NOTES 1.—Entitlement by Rajdhani/Shatabdi Trains would be applicable in cases where journey is actually undertaken by these trains and not for determining entitlement on notional basis.

2. If the journey is actually performed by Rajdhani/Shatabdi Trains up to an *en route* railway station by direct shortest route and thereafter the journey is completed in a train other than Rajdhani/Shatabdi Trains, fare for both the

types of trains by the entitled class will be admissible for the respective portion of journey.

3. If the journey is performed partly by Rajdhani/Shatabdi Trains and partly by other trains/modes of transport, the claim shall be reimbursable subject to the condition that the journey is performed by the shortest route.

4. The journey can be performed by Rajdhani/Shatabdi Trains up to the nearest *en route* station which should not be beyond the destination, i.e., Home town or declared place of visit.—*OM, dated* 31-3-1999.

(B) Journey by Sea or by River Steamer:

Pay Range Officers drawing pay	A & N Islands and Lakshadweep Islands (Shipping Corpn. of India)	Others
Rs. 8,000 and above	Deluxe Class	Highest Class
Rs. 6,500 to Rs. 7,999	First/"A" Cabin Class	If there be two classes only on the steamer, the lower class
Rs. 4,100 to Rs. 6,499	Second/"B" Cabin Class	If there be three classes, the middle or second class. If there be four classes, the third class
Below Rs. 4,100	Bunk Class	The lowest class

(C) Journey by Road:

	Pay Range	Entitlement
1.	Rs. 8,000 and above	Actual fare by any type of public bus, including air-conditioned bus :
2.	Rs. 4,100 and above but less than Rs. 7,999	Same as at (*i*) above with exception that journeys by air-conditioned bus will not be permissible.
3.	Below Rs. 4,100	Bus fare by ordinary bus.

NOTE.—In cases of travel by AC Taxi, Taxi or Autorickshaw, production of fare receipt will be necessary but the claim will be restricted to bus fare by entitled class.—*Rule* 12 (1) (C).

Special relaxation.—Between Leh and Srinagar/Jammu/Chandigarh during winter for Government servant, his/her spouse, and two dependent children (up to 18 years for boys and 24 years for girls).

In other cases, if the journeys are performed by air, the claim of the official will be restricted to his eligibility by the entitled class of accommodation by rail or by road, as the case may be.

By longer route in same/different modes of conveyance.—When journey is performed by a longer route (not the cheapest) in two different classes of rail accommodation, the entitled class rate will be admissible for the corresponding proportion of the shortest/cheapest route and the lower class rate for the remaining mileage by such route. Where journey is performed by a longer route in different modes of transport, reimbursement will be made proportionately in respect of journey performed by rail and for the remaining shortest distance, as per entitlement by rail or the actual fare paid for journey by road, whichever is less. The claim has to be worked out on proportional basis for each/actual mode of journey/distance covered with reference to the distance by the shortest route.

4. Restrictions in respect of road journeys

1. Admissible for journeys performed in vehicles operated by Tourist Development Corporations in the Public Sector, State Transport Corporation and Transport services run by other Government or local bodies, i.e., the receipt for the journey should be from the Government Body concerned for eligibility of LTC.

2. Admissible for travel by private buses operating as regular service from point to point at regular intervals on fixed fare rates with the approval of Regional Transport Authority/State Government concerned.

3. No reimbursement permissible for journeys undertaken (*a*) in a private car (owned, hired or borrowed), chartered railway coach, or chartered bus, van or other vehicle owned/chartered by private operators; (*b*) in vehicles even if owned by Government Bodies but chartered/run by private operators.

4. Journeys by taxi, autorickshaw, etc., are permissible only between places not connected by rail. Journey by these modes on LTC between places connected by rail is not permissible.

5. Between places not connected by rail, if more than one State Roadways Corporation operate on the route, the lowest fare applicable on the route is reimbursable.—*OM, dated* 31-3-1999.

5. Reimbursement

Reimbursement.—Fares for journeys between duty station and Home town, both ways, will be reimbursed by Government in full. If the employee and family reside away from the duty station, fares for journeys between place of residence and Home town, both ways, restricted to that from duty station to Home town and back will be reimbursed in full. Reservation charges are reimbursable; but telegram charges for reservation of onward/return journeys, etc., are not reimbursable.

6. Advance

1. Up to 90% of the fare can be taken. Advance admissible for both outward and return journeys if the leave taken by the official or the anticipated absence of members of family does not exceed 90 days. Otherwise, advance may be drawn for the outward journey only.

2. The official should furnish Railway ticket numbers, PNR No., etc., to the Competent Authority within ten days of drawal of the advance.

3. Advance can be drawn separately for self and family.

Claim.—1. When advance is taken, (*a*) the claim should be submitted within one month from the date of return journey. If not, outstanding advance will be recovered in one lumpsum and the claim will be treated as one where no advance is sanctioned. Further, penal interest at 2% over GPF interest on the entire advance from the date of drawal to the date of recovery will be charged.

(*b*) When claim submitted within stipulated time but unutilized portion of advance not refunded, interest is chargeable on that amount from the date of drawal to the date of recovery.

(*c*) When a part of the advance becomes excess drawal due to genuine reasons beyond the control of the Government servant, the Administrative Authority may, if satisfied, exempt charging of interest.

2. When no advance is taken, claim should be submitted within three months from the completion of return journey. Otherwise, the claim will be forfeited.

7. LTC to Home Town

Admissible to all employees irrespective of the distance involved.

Home town once declared is treated as final. In exceptional circumstances, the Head of the Department may authorize a change, only once during entire service.

Admissible once in a block of two calendar years. The blocks are 2002-03, 2004-05 and so on.

An employee (including unmarried) having his family at his Home town can avail of this concession for himself alone every year instead of having it for both self and family once in two years.

8. LTC to any place in India

Scope.—1. This concession is admissible in lieu of one of the two journeys to Home town in a block of four years. The current block is 2002-05. The last date for commencement of the outward journey is 31-12-2006 (including the grace period of one year).

2. Available for travel to any place in India—mainland or overseas—including employee's Home town.

3. Officials availing LTC to Home town for self alone once every year, are *not* entitled to LTC to anywhere in India.

Spouse/dependent children residing away from the Government servant's headquarters.— Claim will be limited to the amount admissible from the Government servant's headquarters to the declared place of visit.

Different places.— Members of family can visit either the same place as that visited by the Government servant or different places.

Different batches.— Members of family can travel in one or more batches, as the case may be. Each batch should complete the return journey within six months of its outward journey.

Different calendar years.—Members of family can travel either in the same calendar year or in different years in respect of the same block.

Intended place of visit to be declared.—The intended place of visit should be declared by the official to the Controlling Authority in advance.

Change in the declared place of visit.—Any change in the declared place of visit should be intimated to the Controlling Authority before commencement of the outward journey. If, however, it is established that the request could not be made before commencement of the outward journey for reasons beyond the control of the official, change of destination can be admitted by the Heads of Departments/Administrative Ministry.

Carry forward.— Concession not availed in a block of four years can be carried forward to the first year of the next four-year block. In respect of officials entitled to Home town LTC, the concession can be carried forward to the first year of the next block only if the official is entitled to a carried forward LTC to Home town for that year.

Example.— Suppose an official is entitled to two concessions during the two blocks of 2002-03 and 2004-05.

1. In respect of 2002-03, he can avail the concession to Home town before the grace period, i.e., by 31-12-2004. Then he is entitled to carry forward his LTC to anywhere in India to be availed before the grace period, i.e., by 31-12-2006.
2. In the above case, suppose the official avails of LTC to Home town after 31-12-2004. This will be debited against the block 2004-05 and hence he will not be entitled to "anywhere in India LTC". In this case, he will lose his entitlement for 2002-03 by not availing it before the grace period.

9. LTC for Escort

Escort to single handicapped employee.—LTC is admissible to an escort accompanying a handicapped Government servant proceeding on LTC journey provided that—

(*a*) The nature of physical disability is such as to necessitate an escort.

(*b*) The physically handicapped employee does not have an adult family member.

(*c*) Any other employee entitled to LTC does not accompany the physically handicapped employee on the journey.

(*d*) Prior approval of the Head of Department is obtained on each occasion.

(*e*) Concessions, if any, allowed by the Railways/Bus services should be availed.— *OM, dated* 9-7-1991.

10. Misuse of LTC

Misuse of LTC.—1. Disciplinary action will be taken and during its pendency—

(*a*) the disputed claim will be withheld; and

(*b*) further LTC facility will not be allowed.

2. When disciplinary proceedings are over—

(*a*) If found not guilty—

(*i*) the withheld claim will be admitted; and

(*ii*) any LTC facility fell due but not allowed will be allowed as additional set(s) in the future blocks of years irrespective of the provisions relating to lapsing of unavailed LTC. Such additional set(s) also should be availed before the date of superannuation.

(*b*) If found guilty—

(*i*) the withheld claim will be disallowed;

(*ii*) next two sets—one to Home town and one to any place in India—will be forfeited; and

(*iii*) in case of grave misuse, the Competent Authority may disallow even more than two sets;

in addition to any penalty under disciplinary rules.

11. Encashment of EL during LTC

(Swamy's — FR & SR — Part-III)

Encashment of earned leave while availing LTC.—Will be admissible subject to the following conditions.—

1. Limited to 10 days of earned leave on one occasion and 60 days in the entire career.
2. Will be taken into account while computing the maximum admissible for encashment at the time of quitting service.
3. At least equal number of days of earned leave should be availed along with encashment.
4. The balance at credit should be not less than 30 days after deducting the total of leave availed *plus* leave for which encashment was availed.— *Rule* 39-*D*, *GIO* (17).

12. Special Concession for those posted in N-E Region, etc.

LTC to those posted in N-E Region, A & N Islands and Lakshadweep Islands and concession to travel by air.—*See* Section 23.

19

Retirement on Superannuation

1. Timely payment of retirement benefits — your duties

[Swamy's — Pension Compilation]

It is in your own interest to ensure that your Service Book and leave accounts are maintained by your employer properly and to ensure that —

1. an entry exists in your Service Book that you have been medically examined and found fit on your initial appointment;

2. the date of birth and the date of confirmation in a service or post is properly recorded in the Service Book;

3. the annual certificates of verification of service with reference to pay bills are regularly recorded in the Service Book and are continuous;

4. entry has been made in the Service Book regarding counting the period of extraordinary leave as qualifying for pension;

5. an entry is made in the Service Book if the pre-break service would qualify or amount to forfeiture of past service;

6. entry is made in the Service Book regarding recovery of leave and pension contributions for foreign service, if any, specifying the period;

7. nomination for Retirement/Death Gratuity is kept in safe custody by the Head of Office or other responsible officer and that a clear note has been made in the Service Book as to what nominations and related notices have been received and where they have been lodged for safe custody;

8. nomination for GPF is kept by your Accounts Officer and an entry is made to that effect in the Service Book;

9. nomination for Group Insurance Scheme is kept in Part-II of your Service Book and an entry is made to that effect in the Service Book;

10. list of family members is kept in Part-II of your Service Book and an entry is made to that effect in the Service Book;

11. the list of family members is kept current by intimating changes, if any, from time to time;

12. if you have already made nominations, you should check if they become invalid or would require to be cancelled and fresh nominations made because of changes in the family, e.g., birth, death, divorce, etc.;

13. you preserve copies of the nominations made by you in your personal custody or in safe deposit along with your other important personal documents so as to be easily located in any contingency;

14. you inspect your Service Book every year and affix your signature in token of having inspected the same as provided for in SR 202 to ensure the accuracy in entries, etc.

2. General Provisions

[Swamy's — FR & SR, Part - I and Pension Compilation]

1. The age prescribed for retirement on superannuation is 60 years for all Government servants.

Retirement is effective from the afternoon of the last day of the month in which age of superannuation is attained.

Exception.—An employee whose birth date is the first of the month shall retire on the afternoon of the last day of the preceding month.

The day of retirement on superannuation will be deemed as a working day.

2. Other cases of retirements.—In case of premature/voluntary retirement, the day of retirement will be treated as a 'non-working day'; in all other cases it will be a working day.— *FR* 56; *Rule* 5, *Pension Rules.*

3. Relinquishment of charge on a Holiday.—The Government servant retiring on superannuation should formally relinquish charge of office on the afternoon of that day itself even if it happens to be closed holiday. The cash, stores, etc., may be made over by the retiring officer on the close of the previous working day. The actual relinquishment of charge of office shall be made in the prescribed form on the last day of service for which the physical presence of the officer in the office need not be insisted.— *FR* 56, *GIO* (3).

4. Regulation of claims to pension or family pension.— Any claim for Pension/Gratuity/Family Pension benefits will be regulated on the basis of the rules in force on the date on which the employee ceases to be in service due to retirement or death.— *Rule* 5.

5. Limitations on number of pensions.—A Government servant is not eligible for two pensions in the same service or post at the same time or by the same continuous service. A pensioner receiving superannuation or retiring pension and re-employed subsequently is not eligible for a separate pension and gratuity for the period of his re-employment.— *Rule* 7.

6. Pension subject to future good conduct.—Future good conduct is an implied condition for every grant of pension and its continuance. If the pensioner is convicted of a serious crime or is found guilty of grave misconduct, the whole or part of the pension may be withheld or withdrawn by a written order of the appointing authority, whether permanently or for a specified period.— *Rule* 8.

7. Right of President to withhold or withdraw pension.—The President has the right to withhold a pension or gratuity or both or withdraw a pension or part thereof. He can also order recovery from a pension or gratuity of the whole or part of any pecuniary loss caused to the Government, if, in any departmental or judicial proceedings, the pensioner is found guilty of grave misconduct or negligence during the period of his service, including re-employment after retirement.—*Rule* 9.

8. Commercial Employment immediately after retirement.—A retired Group 'A' Government servant should not accept any 'Commercial Employment' within two years from the date of his retirement without the previous sanction of the Government. If he accepts such employment without the previous sanction, the Government may withhold whole or part of his pension.—*Rule* 10.

9. Employment after retirement under a Foreign Government.— A retired Group 'A' Government servant should not accept any employment under any Government outside India without the prior sanction of the Central Government. If accepted without prior permission, no pension is payable during the period of such appointment or for a longer period as may be ordered by the Government.—*Rule* 12.

3. Qualifying Service

[Swamy's — Pension Compilation]

1. Qualifying service of a Government servant commences from the date he takes charge of the post to which he is first appointed in a permanent capacity. Temporary service followed by confirmation without interruption will also qualify.

2. General condition.—The service of a Government servant shall not qualify unless his duties and pay are regulated by the Central Government. However, if a State Government servant is appointed on deputation to a post under the Central Government and subsequently transferred permanently to the Central Government, the continuous service rendered by him under the State Government will qualify.

3. Periods counting as qualifying service.—The following periods of service count as qualifying service:—

(*i*) Duty and periods treated as 'duty'.

(*ii*) All kinds of leave with leave salary.

(*iii*) Deputation and Foreign service.

(*iv*) Extraordinary leave on medical certificate; and Extraordinary leave without medical certificate granted due to inability of the employee to join/rejoin duty on account of civil commotion or for prosecuting higher technical and scientific studies. This period automatically counts as qualifying service without an express sanction for this purpose.

(*v*) Pre-appointment training followed immediately by appointment as Groups 'C' and 'D' employees.

(*vi*) Service on probation followed by confirmation.

(*vii*) Service as SAS Apprentice.

(*viii*) Suspension followed by minor penalty.

(*ix*) Suspension followed by major penalty; absence from duty including suspension if any, if the reinstating authority orders that it shall count.

4. Periods not counting as qualifying service.—The following periods will not count as qualifying service:—

(*i*) Service rendered before attaining the age of 18 years.

(*ii*) Service as Apprentice *except* SAS Apprentice.

(*iii*) Unauthorized absence treated as '*dies non*'.

(*iv*) Overstayal of leave/joining time not regularized as leave with leave salary.

(*v*) EOL without MC other than the circumstances specified in (*iv*) of Para. 3 above.

(*vi*) Suspension followed by major penalty, if the reinstating authority does not order that it shall count as qualifying service.

5. Counting of service on contract.—A person initially engaged on a contract for a specified period and subsequently appointed to the same or another post in a permanent capacity in pensionable establishment has the option to forgo Government's contribution to Contributory Provident Fund including any other compensation for that service. In such a case, the period of the initial contract service will qualify.— *Rule* 17.

6. Counting of service paid from contingencies.—Half the period will count as qualifying if the employees are subsequently brought on to regular establishment.— *Rule* 14, *GID* (2).

7. Counting of pre-retirement Civil/Military Service.—In the case of re-employed Civil/Military personnel, the pre-retirement Civil/Military service will count as qualifying service under certain conditions.— *Rules* 18 & 19.

8. Rounding off.— Qualifying service for pension/gratuity is calculated and expressed in completed half-years. Fractions equal to three months and above shall be treated as one half-year. Fraction of less than 3 months will be ignored, e.g.—

Period of Service			Six-monthly periods	Period of Service			Six-monthly periods
Years	Months	Days		Years	Months	Days	
9	8	29	19	9	9	00	20
19	8	20	39	19	9	00	40
24	7	15	49	24	10	00	50
32	5	25	65	32	9	00	66

— *Rule* 49 (3).

9. Intimation to employees about their qualifying service.—The Head of Office in consultation with the Accounts Officer shall verify the service rendered by a Government servant who has completed 25 years of service or is within 5 years of retirement, determine the qualifying service and communicate to him the period of qualifying service so determined.— *Rule* 32 (1).

4. Counting of previous Civil/Military service for pension on re-employment

[Swamy's — Pension Compilation]

1. On re-employment in civil posts under Central Government.—

(*i*) Employees who had retired on superannuation/retirement pension are NOT eligible for confirmation and pensionary benefits for re-employed service. They are taken as temporary employees.

(*ii*) Employees who retired on compensation pension (gratuity) or invalid pension (gratuity) are eligible for confirmation.

(*iii*) The Appointing Authority, while issuing confirmation orders should require the employee in writing to exercise either of the options mentioned below within three months of the date of issue of the orders.

(*iv*) Employees who retired from military service before attaining the age of superannuation are eligible for confirmation. The Appointing Authority while issuing orders of appointment should direct the employee in writing to exercise the option within *one year* of the date of his re-employment.

2. Option.—

(*i*) to retain all the gratuities received for the former service and, if pensioners, continue drawing the pension and NOT to count the former service for future pensionary benefits; *OR*

(*ii*) to refund all the gratuities received for the former service and in addition, if pensioners, to cease drawing the pension and refund the commutation amount, if any, and to count the former service for future pensionary benefits, *vide* Para. 3 below.

3. If the re-employed pensioners exercise option as at 2 (*ii*) above.— (1) They should stop drawing any pension forthwith. The element of pension ignored while fixing the initial pay in the re-employed post and drawn from the date of re-employment to the date of cessation of drawal of pension, the value received for the commutation of pension, if any, and the retirement gratuity received for the previous service should be refunded to Government within one month of the receipt of communication from the Government, with interest at the rate as applicable to GPF deposits from the date of receipt of pensionary benefits to the date of their refund. Penal interest @ 2% p.a. shall be charged on delayed payments in addition to normal rate of interest mentioned above if the amount with interest is not refunded within one month.

The pension drawn prior to the date of re-employment is not required to be refunded.— *GIDs below Rule* 17.

(2) The right to count former service for future pension will not revive until the whole amount due [referred to in (1) above] has been refunded to Government.

(3) If the individual dies before completion of the refund, the balance due will be adjusted against the death gratuity payable to his family.

4. When option not exercised.—If no option is exercised, the employee will be deemed to have opted to continue to draw pension or retain the gratuity, without counting the former service for future pension.—*Rule* 18.

5. Emoluments and Average Emoluments

[Swamy's — Pension Compilation]

Emoluments for pension include only 'basic pay' (substantive or officiating) non-practising allowance and stagnation increments; but does not include special allowance, personal pay, deputation (duty) allowance, etc. For service gratuity/retirement/death gratuity, D.A. on the date of retirement/death will also be taken as emoluments.— *Rule* 33.

Average emoluments is the average of the emoluments drawn during the last ten months of service.— *Rule* 34.

Pension is determined on the basis of 'average emoluments'.— *Rule* 49.

Service/Retirement/Death Gratuity is based on the emoluments drawn at the time of retirement/death while in service. However, Retirement/Death Gratuity will be based on the 'average emoluments' if the emoluments have been reduced during the last ten months of service otherwise than as penalty.— *Rule* 50.

Emoluments/Average Emoluments during absence from duty.— 1. If an employee immediately before retirement or death in service had been on leave with leave salary, the emoluments which he would have drawn had he not been on leave will be taken as 'emoluments'. Increment falling due, though not drawn, during earned leave not exceeding 120 days will be taken as 'emoluments'.

2. If he had been under suspension and subsequently reinstated in service without forfeiture of service, the emoluments which he would have drawn had he not been under suspension will be taken as 'emoluments'.

3. If he had been on extraordinary leave, emoluments drawn immediately before proceeding on such leave will be taken as 'emoluments'.

4. For the period of leave with leave salary while officiating in a higher post, the emoluments drawn in the higher post will be taken as 'emoluments' only if it is certified that he would have continued to officiate in the higher post but for proceeding on leave.

5. For the period of leave with leave salary, while on reversion to parent department form deputation in another Government Department, the emoluments which he would have drawn had he not been absent from duty from the post held in the borrowing department will be taken as 'emoluments'.

6. In calculating 'average emoluments', the period(s) of extraordinary leave, *dies non,* overstayal of leave or joining time and suspension not counting for pension falling within the last ten months will be ignored and a corresponding period added before ten months.—*Rules* 33 & 34.

6. Classes of Pension

[Swamy's — Pension Compilation]

Pension is admissible to permanent employees who retire or are retired with a qualifying service of not less than ten years. Temporary employees who retire on superannuation or invalidation after rendering not less than ten years of service or retire voluntarily after 20 years' continuous service are also eligible for pension. The different classes of pension are—

1. Superannuation pension on retirement after superannuation.— *Rule* 35.

2. Retiring Pension on voluntary or premature retirement before superannuation.— *Rule* 36.

3. Pension on absorption in or under a Corporation, Company or Body, owned or controlled or financed by the Government, if the absorption is permitted by the Government. — *Appx.* 11.

4. Pension on absorption consequent upon conversion of a Government department into a Central Autonomous Body of a Public Sector Undertaking.— *Rule* 37-*A*.

5. Invalid pension on retirement after being declared by the competent medical authority to be permanently incapacitated for further service.— *Rule* 38.

6. Compensation pension on selection for discharge owing to the abolition of his permanent post and provision of alternate employment of equal status is not possible, or offer of a lower post is not accepted.— *Rule* 39.

7. Compulsory retirement pension on compulsory retirement as a measure of penalty. Such pension or gratuity or both will not be less than two-thirds nor more than full compensation pension or gratuity or both admissible on the date of compulsory retirement.—*Rule* 40.

8. Compassionate allowance on dismissal or removal, sanctioned by the Competent Authority in a case deserving of special consideration. This is also pension but the amount should not exceed two-thirds of pension or gratuity or both, which would have been admissible to him if he had retired on compensation pension.

9. Minimum amount of any class of pension will be Rs. 1,275 p.m. and maximum will be Rs. 15,000 p.m.

7. Preparation of Pension papers

[Swamy's — Pension Compilation]

1. List of retiring Government servants.— Every Head of the Department shall have a list prepared every six months, i.e., on 1st January and 1st July of all Government servants who are due to retire within the next 24 months to 30 months of that date and forward the same to the Accounts Office responsible for issue of Pension Payment Order.

2. Preparation of pension papers.—Two years in advance of the date on which the Government servant is due to attain the age of superannuation or the date of his anticipated retirement, if earlier, the Head of Office would undertake the work of preparing pension papers, including verification of service and complete the particulars required in Form 7.

3. Furnishing of particulars of qualifying service, etc., to retiring Government servant.—Before ten months to the date of retirement, the Head of Office shall furnish to the retiring Government servant a certificate regarding the length of qualifying service proposed to be admitted for pension and gratuity as also the emoluments and average emoluments proposed to be reckoned with for retirement gratuity and pension. He shall also forward to the retiring Government servant Form 5 advising him to return the same duly completed so as to reach the Head of Office not later than eight months prior to the date of his retirement.

4. Forwarding of pension papers to the Accounts Officer.—The Head of Office, not later than six months of the date of retirement of the Government servant, shall forward to Accounts Officer Form 5 and Form 7 duly completed with a covering letter in Form 8 along with Service Book of the Government servant duly completed up to date, and any other documents relied upon for the verification of service. He should prepare the 'Pension Calculation Sheet' in the prescribed Form in triplicate and forward it to the Accounts Officer along with pension papers.

5. Intimation of Government dues to Accounts Officer.— The Head of Office after ascertaining and assessing the Government dues, shall furnish the particulars thereof to the Accounts Officer at least two months before the date of retirement of the Government servant so that the dues are recovered out of the gratuity before its payment is authorized.— *Rules* 58 *to* 63.

8. Calculation of Pension

[Swamy's — Pension Compilation]

Amount of pension is related to the length of qualifying service and average of the 'emoluments' drawn by him during ten months immediately preceding the date of retirement.

Full pension is admissible to an employee with qualifying service of not less than thirty-three years. The amount of pension will be 50% of the average emoluments and should NOT be less than 50% of the minimum of the pay scale held at the time of retirement.

Proportionate pension is admissible for lesser qualifying service but after completing 10 years of qualifying service. The amount of pension will be proportionate to the amount admissible for qualifying service of 33 years, and subject to a minimum of Rs. 1,275 p.m.

Example:

Qualifying service 32 years:

Average emoluments Rs. 12,975.

Pension for 33 years of qualifying service :

50% of ('average emoluments') Rs. 12,975 = Rs. 6,487.50

Pension for 32 years of qualifying service:

Rs. 6,487.50 × $\frac{32}{33}$ = Rs. 6,290.90 = Rs. 6,291 p.m. (rounded off).

In no case, a pension (including compassionate allowance) granted shall be less than Rs. 1,275 per mensem and in the case of retirement on invalidation, the amount of monthly pension granted shall not be less than the amount of family pension admissible at the normal rates.

For all classes of pension (including compassionate allowance) the method of determination of pension is the same.— *Rule* 49.

Rounding off.—The amount of pension should be rounded off to the next higher rupee. This should be done only at the final stage. Payment of pension for part of a month if worked out in fraction of a rupee should also be rounded off to the next higher rupee.— *Rule* 49 (4), *GID* (3).

9. Gratuity

[Swamy's — Pension Compilation]

1. Service Gratuity.—No pension is admissible to a permanent employee who retires before completion of 10 years' qualifying service. Instead, a lumpsum payment known as Service Gratuity at the rate of half-month's emoluments for every completed six-monthly period of qualifying service is admitted. 'Emoluments' means Basic pay, Stagnation increment, Non-practising allowance, if any and includes Dearness Allowance admissible on the date of retirement.

This gratuity is in addition to retirement gratuity admissible to those who have completed 5 years' qualifying service.— *Rule* 49 (1).

2. Retirement Gratuity is admissible to permanent employees who retire after completion of 5 years of qualifying service at the rate of 'one-fourth' of emoluments for each completed six-monthly period of qualifying service subject to a maximum of $16\frac{1}{2}$ times 'the emoluments' or Rs. 3.50 lakhs, whichever is less. Emoluments include DA on the date of cessation of service. Temporary employees (*i*) who retire on attaining the age of superannuation or on invalidation after a continuous service of not less than 10 years; (*ii*) who retire voluntarily after a continuous service of 20 years and more are also eligible for retirement gratuity at the above rate.— *Rule* 50 *and Rule* 10 (1-B), *CCS* (*TS*) *Rules,* 1965.

3. Death Gratuity is admissible in the case of death in service of an employee at the following rates:—

	Length of Service	Death Gratuity payable to family
(*i*)	Less than one year	2 times of 'emoluments'.
(*ii*)	One year or more, but less than 5 years	6 times of 'emoluments'.
(*iii*)	5 years or more, but less than 20 years	12 times of 'emoluments'.
(*iv*)	20 years or more	Half of emoluments for every completed six-monthly period of qualifying service subject to a maximum of 33 times 'emoluments' or Rs. 3.50 lakhs, whichever is less.

Emoluments include DA on the date of death.—*Rule* 50 *and Rule* 10 (2), *CCS* (*TS*) *Rules,* 1965.

4. Rounding off.—The amount of gratuity should be rounded off to the next higher rupee.

5. Residuary Gratuity.—When an employee dies within five years after retirement, and the total amount actually received by him on account of pension (or service gratuity), dearness relief on pension, retirement gratuity, commutation amount, is less than 12 times the 'emoluments' drawn at the time of retirement, the deficiency is granted to his nominee/family. This is 'Residuary Gratuity'.—*Rule* 50 (2).

6. Death gratuity is payable to the nominee(s)/eligible member(s) of the family of the deceased employee.— *Rule* 51.

Minor's whole share of gratuity is to be paid to the natural guardian of the minor, and in the absence of a natural guardian, to the person who furnishes a guardianship certificate.— *Rule* 51, *GID* (3).

Minor's share of gratuity up to Rs. 10,000 or first Rs. 10,000 (if it exceeds Rs.10,000) may be paid to the guardian, other than natural guardian, without production of guardianship certificate. The claimant should, however, produce an Indemnity Bond with Sureties.— *Rule* 51, *GID* (4).

7. Nomination.—Every employee should make a nomination in the prescribed form conferring on one or more persons the right to receive the Death/Retirement Gratuity amount in the event of his death in service/after retirement before receiving retirement gratuity. Nomination has to be made in the following manner:—

(A) If the official has a family.— Only in favour of member(s) of the family.

(B) If the official has no family.— Can be in favour of any person(s) or a body of individuals, whether incorporated or not. Such a nomination will, however, become automatically invalid when the employee acquires a family, and then he has to make a fresh nomination in favour of any person(s) as in (A) above.

In both cases (A) and (B), if the nomination is in favour of more than one person, the share of gratuity payable to each has to be specified.

The employee may specify the person(s) to whom the right conferred on nominee(s) shall pass in the event of death of the nominee(s).

The employee may provide in the nomination the contingency on the happening of which the nomination will become invalid.

In such a case, the employee should furnish fresh nomination without delay after the occurrence of the specified contingency.—*Rule* 53.

8. Family means—

(*a*) *First Category—*

- (*i*) wife or wives including judicially separated wife or wives, in the case of a male employee;
- (*ii*) husband including judicially separated husband, in the case of a female employee;
- (*iii*) sons including stepsons and adopted sons;
- (*iv*) unmarried daughters including stepdaughters and adopted daughters.

(*b*) *Second Category—*

- (*v*) widowed daughters including stepdaughters and adopted daughters;
- (*vi*) father including adoptive father;
- (*vii*) mother including adoptive mother;
- (*viii*) brothers below the age of eighteen years including stepbrothers;
- (*ix*) unmarried sisters and widowed sisters including stepsisters;
- (*x*) married daughters; and
- (*xi*) children of a pre-deceased son.— *Rule* 50 (6).

9. Payment when there is no nomination/valid nomination.— Retirement gratuity remaining unpaid at the time of death/death gratuity due is payable in equal shares to all the surviving members of the family as in the first category [in Para. 8 (*a*) above]. If there is none under this category, it will then be paid in equal shares to all the surviving members of the family as in the second category ibid.— *Rule* 51 (1) (*b*).

10. A nominee is debarred to receive RG/DG.—When convicted for the murder or abetting in the murder of the employee, his/her share will be paid to the other eligible members of the family.—*Rule* 51-A.

11. RG/DG lapses.—When an employee dies in service or dies after retirement before receiving the amount and leaves behind no family and had made no nomination or the nomination, if any, does not subsist, the RG/DG shall be payable to the person in whose favour a Succession Certificate in respect of the gratuity in question has been granted by the Court of Law. Otherwise it lapses.— *Rule* 52.

12. 'Emoluments' for the purpose of retirement/death gratuity means 'pay' as defined in FR 9 (21) (*a*) (*i*), i.e., basic pay (substantive or officiating), non-practising allowance, stagnation increment and Dearness Allowance on the date of retirement/death. When there is reduction in the 'emoluments' during the last ten months of service, otherwise than as a penalty, gratuity may be based on 'average emoluments' for the last ten months instead of 'emoluments'.— *Rule* 50 (5) *and OM, dated* 27-10-1997.

13. Recovery from RG/DG of Government dues is permissible without the consent of the employee or, if he is not alive, of his nominee/family members.—*Rules* 73 & 80-C.

14. No Income Tax on RG/DG.—*IT Act, Section* 10 (10) (*i*).

15. Court attachment.—RG/DG is not liable to be attached.— *Section* 60, *Code of Civil Procedure.*

10. Authorization of Pension and Gratuity

[Swamy's — Pension Compilation]

1. Issue of PPO and authority for payment of gratuity.—The Accounts Officer responsible for issue of Pension Payment Order, on receipt of pension papers from the Head of Office, shall apply necessary checks, record the account enfacement and assess the amount of pension and gratuity and issue the Pension Payment Order not later than one month in advance of the date of retirement of the Government servant if the pension is payable in his circle of account unit. If the pension is payable in another circle of accounting unit, he shall send the PPO along with a copy of Form 7 and accounts enfacement to the Accounts Officer of that unit for arranging payment.

The amount of gratuity as determined by the Accounts Officer shall be intimated to the Head of Office with the remarks that the amount of gratuity may be drawn and disbursed to the retired Government servant after adjusting the Government dues, if any.—*Rule* 65.

2. Payment of provisional pension/gratuity.— If, for any special reasons, it has not been found possible to complete and forward the pension papers to the Accounts Officer responsible for issue of PPO within the prescribed time-limit or if the pension papers have been returned by the Accounts Officer eliciting further information and the Accounts Officer is not able to issue PPO one month before the date of retirement, the Head of Office shall take steps to authorize payment of provisional pension and provisional gratuity by the first of the month in which it is due. The provisional pension will be 100% of pension calculated with the available information. The provisional gratuity will also be 100% of gratuity calculated with the available information; but 10% thereof or Rs. 1,000, whichever is less, should be withheld for adjustment towards unassessed Government dues. All assessed Government dues should be deducted from the provisional gratuity. The payment of provisional pension should not continue beyond six months from the date of retirement. Within this period, the Accounts Officer will determine the final pension/gratuity and issue PPO, authorize the Head of Office for payment of the difference, if any, in the amount of gratuity. If the provisional pension paid is more than the pension finally determined, the excess can be recovered either out of the withheld amount of gratuity or by short payment of future pension. On the other hand, if the provisional gratuity disbursed is more than the amount of gratuity determined finally, the excess amount disbursed will not be asked to be refunded.— *Rule* 64.

3. Provisional pension where departmental or judicial proceedings may be pending.— In the case of Government servant who has retired on superannuation or otherwise and against whom departmental or judicial proceedings are instituted or continued, the Accounts Officer shall authorize the provisional pension equal to the maximum pension which would have been admissible on the basis of qualifying service up to the date of suspension/retirement. No gratuity shall be paid until the conclusion of the departmental or judicial proceedings and issue of final orders thereon *except* in cases where the departmental proceedings are instituted for imposing any of the minor penalties. The provisional pension will be adjusted against final retirement benefits sanctioned upon conclusion of the proceedings; but no recovery shall be made if the pension finally sanctioned is less than the provisional pension already paid or reduced or withheld.—*Rule* 69.

4. Revision of pension after final authorization.—Except in cases covered by Rules 8 and 9 of CCS (Pension) Rules, 1972, pension once authorized after final assessment should not be revised to the disadvantage of the Government servant, unless such revision becomes necessary on account of detection of a clerical error subsequently. If such error is detected after a period of two years from the date of authorization of pension, concurrence of Department of Personnel and Training is necessary for the revision, if it is to the disadvantage of the pensioner.—*Rule* 70.

11. Payment of Pension

[Swamy's — Central Treasury Rules and Pension Compilation]

Pension Payment Order.—The Accounts Officer responsible for issuing Pension Payment Order will issue authority, i.e., Pension Payment Order to the pension disbursing authority from whom the pension/family pension is desired to be drawn monthly. He will also send an intimation to the pensioner along with a certified copy of 'Pension Calculation Sheet' duly countersigned. The PPO will consist of two halves, i.e., Disburser's half and Pensioner's half. On the first appearance of the pensioner, the pension disbursing authority will, after necessary check, hand over the pensioner's half to the pensioner and start payment of the monthly pension/family pension.

Pension disbursing authority.—Pension is disbursed through Treasuries, Pay and Accounts Offices, Post Offices and selected Nationalized Banks.

Due date.— Pensions fixed at monthly rates are payable on the last working day of the month to which they relate *except* in the case of pension for the month of March which shall be paid on or after the first working day of April.—*Rule* 339 *CTR.*

Payable in rupees only.—All pensions and gratuities shall be payable in rupees in India only.— *Rule* 84 *Pension Rules.*

12. Commutation of Pension

[Swamy's — Pension Compilation — Appendix - 1]

1. Eligibility.—Every pensioner is eligible to commute a portion of his monthly pension for a lumpsum payment which is the commuted value of that portion of the pension. Commutation of a portion of compassionate allowance is also admissible. An employee or pensioner against whom departmental or judicial proceedings are pending is not eligible to commute a portion of his pension till completion of such proceeding.— *Rules* 4 & 5, *Appendix*-1.

2. Amount admissible.—Not exceeding 40% of monthly pension. Any fraction in the amount offered for commutation will be ignored.

Illustration.—Average Emoluments Rs. 6,800. Retired after qualifying service of 11 years.

$$\text{Pension} \quad \frac{6{,}800}{2} \times \frac{11}{33} = \quad \text{Rs. 1,134, but minimum of Rs. 1,275.}$$

The Maximum amount of pension admissible for commutation will be—

$$\text{Rs. } 1{,}275 \times \frac{40}{100} = \text{Rs. } 510$$

— *Rule* 5

3. Commutation without medical examination.—Persons in receipt of the following kinds of pension (including provisional pension) can commute up to 40% of their pension without undergoing medical examination, if they apply for commutation before the expiry of one year reckoned from—

(*i*) the date of retirement in the case of Superannuation pension, Retiring pension, Compensation pension.

(*ii*) the date of issue of retirement orders in the case of Pension on absorption in a Corporation, Company or Body, etc.

(*iii*) the date of issue of final orders in the case of Pension granted on finalization of departmental/judicial proceeding and issue of final orders thereon.—*Rule* 12.

4. Commutation after medical examination.—The following categories of pensioners can commute a portion of their pension only after they have been medically examined and declared fit by the appropriate medical authority:—

(*i*) retired on invalidation;

(*ii*) retired compulsorily as a measure of penalty;

(*iii*) in receipt of compassionate allowance; and

(*iv*) all pensioners applying for commutation after one year from the date of retirement.— *Rule* 18.

5. Competent Medical Authority.—

(*a*) Medical Officer not lower in status than that of a Civil Surgeon or a District Medical Officer.

(*b*) Medical Board,

  (*i*) commutation of invalid pension;

  (*ii*) in all cases of a second medical examination for commutation of pension.—*Rule* 22.

6. Withdrawal of application for commutation on Medical Examination.—

(*i*) Permissible before medical examination;

(*ii*) Permissible after medical examination, if pensioner declines to accept addition to actual age directed in the medical report, within 14 days of its receipt;

(*iii*) Treated as withdrawn if pensioner fails to take the medical examination.— *Rules* 24 & 28.

7. Second Medical Examination.— A pensioner who has declined to accept commutation on the basis of addition of years to his actual age as recommended by the Medical Authority or has been refused commutation on medical ground is eligible to take medical examination for commutation after one year from the date of the first medical examination. However, the second medical examination may be held even before the expiry of one year, if the pensioner appeals to his last Head of Office against the medical verdict and seeks review thereof by a second Medical Authority. The appeal should be preferred within a month of receipt of certificate by the pensioner.—*Rules* 26 & 27.

8. When commutation becomes absolute.—The commutation becomes absolute and the commuted value of pension becomes payable on the date—

(*i*) following the date of retirement in the case where the application for commutation of superannuation pension is received by the Head of Office on or before the date of superannuation;

(*ii*) of receipt by the Head of Office of the application for commutation of pension without medical examination before the expiry of one year as mentioned in Para. 3 above;

(*iii*) on which the Medical Authority signs the medical report for commutation;

(*iv*) on which the first Medical Authority recorded its opinion when its decision is set aside or modified on appeal.—*Rules* 6 & 27 (7).

9. Calculation of Commutation Amount.—

Lumpsum payable = Commutation factor x 12 x amount of pension offered for commutation.

The product should be rounded off to the next higher rupee.

The commutation factor is taken from the Commutation Table as relevant to the age next birthday. The age next birthday will be determined with respect to (*i*) the date of superannuation in cases where commutation is required along with PPO, (*ii*) the date of receipt of application in other cases where medical examination is not necessary, and (*iii*) the date of medical examination when it is necessary.

Commutation Table

Age next birthday	Commutation value expressed as number of year's purchase	Age next birthday	Commutation value expressed as number of year's purchase
17 to 39	*Not printed*	53	12.35
40	**15.87**	54	12.05
41	15.64	**55**	11.73
42	15.40	56	11.42
43	15.15	57	11.10
44	14.90	58	10.78
45	14.64	59	10.46
46	14.37	**60**	10.13
47	14.10	61	9.81
48	13.82	62	9.48
49	13.54	63	9.15
50	13.25	64	8.82
51	12.95	**65**	8.50
52	12.66		

—*Rule* 8 & *GID* (1).

10. Payment will be made by Head of Office who disbursed the last pay, if the official retiring after superannuation applies for commutation on or before date of retirement and by the pension disbursing authority on the order issued by the Accounts Officer, in other cases.—*Rules* 13 & 15.

11. Reduction of pension on commutation.—The reduction in the amount of pension on commutation will become operative from the date of receipt of the commuted value by the pensioner or at the end of three months after issue of authority for payment, whichever is earlier. If the pension is drawn through Bank, the reduction in pension becomes operative from the date of credit of the amount in the Bank Account.

To persons who retire on superannuation and apply for commutation before the date of retirement, the commuted value becomes payable on the day following the date of retirement and reduction in pension becomes operative from the same date. Where, however, payment of the commuted value is not made within the first month after retirement, the difference of pension for the period between the day following the date of retirement and the date preceding the date on which the commuted value is deemed to have been paid in terms of Rule 49 of the Central Government Accounts (Receipts and Payments) Rules, 1983, shall be authorized by the Accounts Officer.—*Rules* 6.

12. Payment of difference in commuted amount on revision of pension.—When pension is revised upward retrospectively, payment of commuted value of the quantum of increase in pension may be authorized without further application from the pensioner. Further reduction in pension will become operative from the date of receipt of difference amount by the pensioner or at the end of three months after issue of authority for payment, whichever is earlier.—*Rules* 10 & 31.

13. Nomination.— Nomination in the prescribed form should accompany application for commutation conferring on one or more persons the right to receive the commuted value in the event of applicant's death before receiving it.—*Rule* 7.

14. Restoration of commuted portion.—Commuted portion of pension will be restored on the expiry of 15 years from the date of retirement, if the commutation amount is received in the first month of retirement; in other cases, the commuted portion of pension will be restored after fifteen years from the date of receipt of commutation amount. For this purpose, pensioner should apply to the Pension Disbursing Authority.

If the commuted value of pension is paid in two instalments due to retrospective revision of pension *vide* Rule 10, CCS (Commutation of Pension) Rules, the date of restoration of that portion will also be same as for original commutation.— *Rule* 10, *GIDs* (3) & (4).

13. Encashment of Leave

[Swamy's — FR & SR, Part-III]

Encashment of Earned Leave.—The authority competent to sanction leave should automatically grant lumpsum cash equivalent of leave salary admissible for the number of days of earned leave at the credit of the employee on the last day of his service, subject to a maximum of 300 days including the number of days, for which encashment was availed along with LTC—

1. On retirement after attaining the age of superannuation;
2. When the service is extended in public interest beyond superannuation, after extension;
3. When an employee retires on superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, the whole or part of cash equivalent of leave salary may be withheld to meet recoveries from him possibly arising on conclusion of the proceedings. On conclusion of the proceedings, payment may be released after adjustment of Government dues, if any;
4. On termination of service by notice/payment of pay and allowances in lieu of notice or otherwise in accordance with the terms and conditions of his appointment;
5. On termination of service of officials re-employed after retirement. In this case, the maximum will include the period for which encashment of leave was allowed at the time of previous retirement and also encashment availed with LTC;
6. When an employee is invalided from service on medical grounds;
7. When an employee resigns or quits service on his own accord, the lumpsum cash payment will be only to the extent of half of the earned leave at his credit subject to a maximum of 150 days including the number of days for which encashment was availed along with LTC, on the date of cessation from service;
8. On premature retirement under FR 56 (*j*) or (*l*) or Rule 48 of CCS (Pension) Rules;
9. On voluntary retirement under FR 56 (*k*) or (*m*) or Rule 48 or 48-A of CCS (Pension) Rules;
10. On compulsory retirement as a measure of penalty when no reduction in pension is ordered.

Encashment of half pay leave.— Officials covered by 1, 8 and 9 above and those permanent/quasi-permanent employees retired on invalidation will be entitled also to cash equivalent of half pay leave at their credit. Encashment of earned leave up to 300 days (including the number of days for which encashment was availed along with LTC) should, as usual, be allowed in their cases, even if the period goes beyond their normal date of superannuation. If, however, the benefit of encashment of half pay leave is also availed of, the period of HPL *plus* EL should not extend beyond their normal date of superannuation. This restriction is not applicable to those retiring on superannuation. The cash equivalent for half pay leave is subject to reduction on account of pension, relief on pension and pension equivalent of Retirement Gratuity. If the cash equivalent of half pay leave falls short of the total of pension, pension equivalent of Retirement Gratuity and relief on pension, cash equivalent for the half pay leave is not payable.

Persons retiring with CPF benefits.—In case of persons retiring with CPF benefits, the amount of employer's contribution *plus* the interest thereon, and the amount of gratuity received may be treated as pensionary benefits. For this purpose, pension and PEG shall be calculated on the following formula:—

$$\text{Pension} = \frac{\text{Total amount of employer's contribution to CPF } \textit{plus} \text{ interest till the date of retirement}}{\text{Commutation factor as per age on next birthday} \times 12}$$

$$\text{PEG} = \frac{\text{Gratuity}}{\text{Commutation factor} \times 12}$$

— *Rule* 39-*D, GID* (13).

Death while in service.— If an employee dies while in service, the cash equivalent of leave salary for earned leave and half pay leave due and admissible to the deceased on the date immediately following the date of death will be paid to his family in the manner specified in Rule 39-C. The cash equivalent for earned leave will be restricted to 300 days including the number of days for which encashment was availed along with LTC. Family pension, (normal rate), dearness relief on such family pension and pension equivalent of death gratuity will be deducted from the cash equivalent for half pay leave.

Benefit of increment during leave.— If a Government servant dies while on any kind of leave for which leave salary is payable and an increment falls due during the leave period, the difference between the amount of cash equivalent based on the actual pay drawn immediately before proceeding on leave and the cash equivalent which would have been admissible, if the benefit of the increment falling due during currency of that leave period was allowed from its due date will be paid as *ex gratia* payment to be sanctioned by the Head of Department.— *Rule* 39-*D, GID* (3).

Amount payable.—The lumpsum will consist of (*i*) leave salary and (*ii*) DA (for the first 300 days only). It will not include HRA/CCA/Special Increment granted for promoting small family norm.

To whom payable.—On death of a Government servant while in service or after retirement or quitting service but before actual receipt of cash equivalent of leave salary, the cash equivalent of leave salary shall be payable to a member of his family in the following order of preference:—

1. widow or the eldest surviving widow (with reference to the date of marriage) or husband;
2. the eldest surviving son or an adopted son;
3. the eldest surviving unmarried daughter;
4. the eldest surviving widowed daughter;
5. the father;
6. the mother;

7. the eldest surviving brother below the age of 18 years;
8. the eldest surviving unmarried sister;
9. the eldest surviving widowed sister;
10. the eldest surviving married daughter; and
11. the eldest child of the eldest predeceased son.

The amount is payable to a member, only if member of the preceding category is not available.—*Rule* 39-C.

Method of calculation.—The cash equivalent of leave salary shall be calculated as follows:—

Retirement

(*a*) **For Earned Leave —**

$$\frac{\text{Pay + DA admissible on the date of cessation of service}}{30} \times \text{No. of days of unutilized earned leave at credit subject to a maximum of 300 days (including the number of days for which encashment was availed along with LTC).}$$

(*b*) **For Half Pay Leave—**

$$\frac{\text{Half pay leave salary + DA if admissible } \textit{minus} \text{ (Pension, Pension equivalent of Retirement Gratuity and relief on pension if DA is admissible)}}{30} \times \text{No. of days of half pay leave due on the date of retirement / quitting the service subject to the limits prescribed}$$

Death while in service

(*c*) **For Earned Leave —**
Same as (*a*) above.

(*d*) **For Half Pay Leave—**

$$\frac{\text{Half pay leave salary + DA if admissible } \textit{minus} \text{ (Family Pension at normal rate, Pension equivalent of Death Gratuity and relief on Family Pension, if DA is admissible)}}{30} \times \text{No. of days of half pay leave due on the date of death}$$

—*Rules* 39, 39-A, 39-B, *and* 39-C.

14. Dearness Relief to Pensioners/Family Pensioners

[Swamy's — FR & SR, Part - IV]

1. Dearness Relief from 1-1-1996 is granted to compensate for the increase in cost of living, twice in a year, from 1st January and 1st July, based on the price rise beyond the average CPI 306.33, to all pensioners/family pensioners.

2. Admissible on original pension before commutation.

3. Fraction of a rupee shall be rounded off to the next higher rupee.

4. Dearness Relief will be admissible to the pensioner who is employed/ re-employed under Central/State Government or re-employed/ employed/ permanently absorbed in the Central or a State Government Company, Corporation, Undertaking or Autonomous Body or in RBI or in a Public Sector Bank or in GIC/LIC, etc., if he did not hold Group 'A' post or post of the rank of Commissioned Officer at the time of his retirement and whose pay on re-employment is fixed at the minimum of the pay scale.

5. Dearness Relief will be admissible from 18-7-1997 to employed family pensioners also.—*OM, dated* 2-7-1999.

6. For pensioners/family pensioners in receipt of more than one pension, the Dearness Relief will be calculated on the total of all pensions taken together.

7. Rates of Dearness Relief:

From	Dearness Relief
1-1-2001	43% p.m.
1-7-2001	45% p.m.
1-1-2002	49% p.m.
1-7-2002	52% p.m. (*Expected*)

15. Nomination for payment of arrears of pension

[Swamy's — Pension Compilation]

Payment of Arrears of Pension (Nomination) Rules, 1983 provide for any Central Government pensioner to nominate any other person conferring the right to receive, after the death of the pensioner, all moneys payable to the pensioner on account of pension which remain unpaid at the time of his death.

2. Every employee who is due to retire shall, submit the nomination in triplicate in the prescribed form to the Head of Office from where he is retiring within three months before or after the date of retirement.

3. The Head of Office, after verifying the particulars furnished in the nomination form with reference to the records of the establishment, will—

(*i*) retain one copy for his office record;

(*ii*) return one copy to the Government servant/pensioner duly acknowledged; and

(*iii*) forward one copy to the Accounts Officer issuing the PPO for onward transmission to the Pension Disbursing Authority.

4. Any notice of modification of nomination (including cases where the nominee predeceases the pensioner) should be submitted by the pensioner in the prescribed form in triplicate to the Pension Disbursing Authority who will return one copy to the pensioner duly attested.

5. Pensioners drawing their pension through Public Sector Banks/Post Office Savings Bank Account can avail the nomination facilities available in the Banks/Post Office Savings Bank for depositors.—*Appendix*-11.

16. Family Pension

[Swamy's — Pension Compilation]

Family pension is payable to the family of an employee/pensioner on his death in service/after retirement. *Family* means the deceased person's—

(*i*) Spouse.

(*ii*) Unmarried son(s), unmarried daughter(s), widowed/divorced daughter(s) (including legally adopted son/daughter), all below the age of 25 years.

(*iii*) parents who were wholly dependent on the Government servant when he/she was alive, provided the deceased employee had left behind neither a widow nor a child. The earnings of the parents should not exceed Rs. 2,550 p.m.

1. Normal rate of family pension.—The monthly family pension is based on the 'pay' drawn on the date of death or on the date of retirement, as the case may be, and is admissible at a uniform rate of 30% of pay last drawn, subject to a minimum of Rs.1,275 p.m.

In some cases, the family pension will be based on the 'average of pay' drawn during the last ten months.

'Pay' includes Basic pay, NPA and SI.

Rounding off.—The monthly rate of family pension is expressed in whole rupees, fraction of a rupee being rounded off to the next higher rupee. Where family pension is payable to more than one person, each share containing a fraction of a rupee should be rounded off to the next higher rupee— *Rule* 54 (2-*A*), *and OM, dated* 29-10-1997.

2. Higher rate of family pension.—A higher rate of family pension is admissible, if the deceased had rendered not less than seven years' continuous service. It is payable from the date following the date of death, for a period of seven years or up to the date on which he would have attained 65 years (67 years if his age of superannuation is 60 years) had he survived, whichever is less. The higher rate of Family Pension is not admissible to dependent parents and they are eligible only for the normal rate.

The rates are—

(*a*) ***In the case of death in service:***

One and a half-times the normal rate of family pension, if compensation under WC Act is also paid; and
Fifty per cent of the 'pay' last drawn in other cases.

(*b*) ***In the case of death after retirement:***

Fifty per cent of 'pay' drawn at the time of retirement;

or

The amount of pension authorized on retirement, whichever is less. If, however, the pension authorized is less than the normal family pension, the normal family pension will be continued without any increase or decrease.—*Rule* 54 (3).

3. To whom payable.—Except in cases, where the deceased is survived by (*i*) more than one widow; or (*ii*) one widow and children through another wife already expired; or (*iii*) twin children, the family pension is payable to only one member of the family at a time. It is first payable to the surviving widow/widower till her/his death or remarriage, whichever is earlier, and thereafter to eligible children one by one in the order of their birth, irrespective of their sex.—*Rule* 54 (6) & (8).

In the case of dependent parents, if both parents alive, it will be paid first to mother and after her death to father.— *Rule* 54, *GID* (21).

If a family pensioner dies, the right to receive any arrears of family pension shall automatically pass on to the next eligible member of the family.—*Rule* 54, *GID* (17).

4. Payment to more than one widow.—When there are more than one widow, the family pension will be allowed in equal shares. On the death of a widow, her share becomes payable to her eligible child/children. If such widow leaves no eligible child, her share of pension will be payable to the other widow in full.

When the deceased is survived by a widow and also an eligible child from a deceased/divorced wife, the child will be paid the share of the family pension which its mother would have received had she been alive/not divorced. On the share ceasing to be payable to the child, it will be paid to the surviving widow.—*Rule* 54 (7).

5. In the case of Twins.—The family pension will be paid in equal shares. If one child ceases to be eligible, his/her share will be paid to the other child. When both of them cease to be eligible, it will be paid to the next eligible child.—*Rule* 54 (7).

Period for which payable to —

(*a*)	Widow or Widower	Till date of remarriage or death, whichever is earlier. Pension is payable for the day of death also.
(*b*)	Unmarried son/daughter/ widowed/ divorced daughter	Till date of marriage/remarriage or date of attaining the age of 25 years or starts earning more than Rs. 2,550 p.m.

(*c*)	Son(s) suffering from disorder or disability of mind or physically crippled.	For life or till he starts earning more than Rs. 2,550 p.m.
(*d*)	Daughter(s) (including widowed/divorced daughter(s)) suffering from disorder or disability of mind or physically crippled.	For life or till she gets married or till she starts earning more than of Rs. 2,550 p.m.
(*e*)	Dependent parent(s)	Till death or starts earning more than Rs. 2,550 p.m.

—*Rule* 54 *and GIDs* (21) *and* (22) *thereunder.*

In cases covered by Clauses (*b*) to (*d*) above, the family pension will be paid through guardian till he/she attains the age of 18 years and thereafter to him/her directly. However, in the case of son/daughter suffering from disorder/disability of mind, it will be paid through guardian throughout. — *Rules* 77 (3) & 54 (6) (*iii*).

6. Judicial separation of husband and wife does not entail forfeiture of claim to family pension, unless it is on the ground of adultery of which the surviving spouse was held guilty. If there is child(ren) through the judicially separated spouse, the child(ren) should be paid the family pension. In such a case, it may be paid to the surviving spouse if he/she is the natural guardian; otherwise to the actual guardian. After the children cease to be eligible for family pension, the family pension will be paid to the judicially separated spouse till death or remarriage whichever is earlier.—*Rule* 54 (11-A) & (11-B), *and GID* (24) *thereunder.*

7. Children of void/voidable marriage.— Family pension is admissible also to children of deceased Government servant/pensioner from void/voidable marriage when their turn comes. However, they will have no claim to receive family pension as long as the legally wedded wife is the recipient of the same.— *Rule* 54, *GID* (19).

8. When both husband and wife are Government servants and one of them dies, family pension is payable to the surviving spouse. Thus a Government servant/pensioner can draw family pension in addition to salary/pension. On the death of both; the children of the deceased couple will be granted two family pensions.

9. If the Government servant dies while under suspension, the period of suspension will be treated as duty for all purposes including payment of pay and allowances. The family pension is payable to the eligible member of the family as in the case of death while in service.— *FR* 54-B.

10. Family pension in the case of military pensioner re-employed in civil post before attaining the age of superannuation is regulated as under—

(*a*) If he dies while on re-employed service, his family will be allowed Family Pension, 1964, or the Military Family Pension already authorized, whichever is more advantageous.

(*b*) If on re-employment he had opted to surrender military pension and dies after retirement, his family will be allowed Family Pension, 1964.

(*c*) If on re-employment he opts to retain military pension, and

(*i*) retires from re-employed service without earning civil pension, his family will be allowed Military Family Pension already authorized;

(*ii*) retires from re-employed service after earning civil pension, he should at the time of retirement from re-employed service exercise an option electing either Family Pension, 1964, or Military Family Pension already authorized.—*Rule* 54 (13-A).

11. Family pension stands suspended when the first eligible member of the family stands charged with the offence of concerned employee's/pensioner's murder or of abetting in the crime, till conclusion of the criminal proceeding instituted against him. The claim of other eligible family member(s) will also remain suspended. If, on the conclusion of the criminal proceedings, the first eligible person is acquitted, the family pension will be granted to him; otherwise he will be debarred from receiving the family pension and it will be paid to the next eligible family member(s).—*Rule* 54 (11-C).

12. Family pension can be paid when the whereabouts of the employee/pensioner are not known.—1. When an employee/pensioner disappears and his whereabouts are not known, his family can be paid family pension after one year from the date of filing complaint with Police about missing. Family pension is granted from the date the FIR is lodged with the Police.

2. Cases in which officials disappear after committing frauds, etc., the family pension is to be sanctioned only on the Government servant's being acquitted by the Court or after the conclusion of the disciplinary proceedings.—*Rule* 54, *GIDs* (9) to (12).

13. Family pension to the families of Central Government Employees absorbed permanently in Autonomous Bodies and Public Sector Undertakings.—The families of the employees are eligible for family pension under these Rules subject to certain conditions.

14. Family pension is admissible to post-retiral spouse/children born after retirement.— The family pension is admissible also to post-retiral spouses and children born/adopted legally after retirement.— *Rule* 54 (14) (*b*) *and GID* (16) *thereunder.*

17. Entitlements of temporary employee

[Swamy's — Temporary Service Rules]

1. Terminal/Retirement benefits admissible.— (*i*) In the case of superannuation/invalidation after completing not less than 10 years' service or on voluntary retirement after completing 20 years' service, a temporary employee is entitled to pension and gratuity as admissible to permanent employees under CCS (Pension) Rules, 1972. Family pension is admissible to the members of the family on death after retirement.— *Rule* 10 (1-B).

(*ii*) In the case of superannuation, invalidation before completing 10 years' service or when discharged/terminated from service/retired from service compulsorily as a measure of penalty, the temporary employee is eligible for the grant of Terminal Gratuity at the following rates:—

Length of Service	Terminal Gratuity
Below 5 years	Nil.
5 years and above, but less than 10 years	$\frac{1}{2}$ a month's pay for each completed year of service.
10 years and above ...	1 month's pay for each completed year of service subject to a maximum of Rs. 15,000 or 15 months' pay, whichever is less.

NOTE 1.—The gratuity is to be calculated on the basis of basic pay, stagnation increments and NPA, if any, which the Government servant was receiving immediately before his retirement.

NOTE 2.—The amount of terminal gratuity payable shall not be less than the amount which the employee would have got as a matching Government contribution to the Provident Fund if he were a member of Contributory Provident Fund Scheme from the date of his continuous temporary service, subject to the condition that the matching contribution shall not in any case exceed $8\frac{1}{3}$ % of his pay.

NOTE 3.—The terminal gratuity payable to an employee retired compulsorily as a measure of penalty shall not be less than two-thirds the rate specified for corresponding continuous service limit.— *Rule* 10.

2. Terminal Gratuity not admissible.—To an employee who—

(*i*) resigns his post or is dismissed/removed from service as a disciplinary measure;

(*ii*) has been re-employed after retirement on superannuation/retiring pension.

3. On death while in service.—The family of a temporary employee shall be eligible for death gratuity and family pension as for a permanent employee under CCS (Pension) Rules, 1972.—*Rule* 10 (1-B).

4. On transfer/absorption in PSU/AB.—In the case of resignation from service on appointment, with prior permission, under a Corporation or

Company wholly or substantially owned or controlled by the Government or under a Body controlled or financed by Government, the temporary employees are eligible for payment of Terminal Gratuity at the rate prescribed in Para. 3 (*ii*) above in respect of the service rendered by them under the Government.— *Proviso* 1, *below Rule* 10 (3).

In the case of absorption in a Central Autonomous Body, with the permission of the parent department, a temporary employee is entitled to an option to count the Government service for pension under the Autonomous Body if it has a pension scheme, instead of drawing the Terminal Gratuity.— *Proviso* 2, *below Rule* 10 (3).

5. Encashment of leave.—Temporary employees whose services are terminated by notice/pay in lieu or otherwise under the terms and conditions of his appointment, will be granted cash equivalent of earned leave at credit on the date he ceases to be in service subject to a maximum of 300 days including the number of days for which encashment was availed along with LTC.

If, however, he resigns or quits service, the cash equivalent will be restricted to half of earned leave at his credit subject to a maximum of 150 days including the number of days for which encashment was availed along with LTC.— *Rule* 39 (6), *CCS* (*Leave*) *Rules.*

6. Benefits of Central Government Employees' Group Insurance Scheme, 1980.—Admissible to temporary Government servants also.

18. Medical Facilities to Pensioners/Family Pensioners

[Ministry of H & FW—A Compilation of the CGHS and OM, dated 21-1-1991]

1. Central Government Health Scheme:— *See* Section 12.

2. Pensioners not covered by CGHS.—Pensioners who are not residing in areas covered by CGHS are entitled to medical allowance of Rs. 100 per month. This will be drawn on the basis of an undertaking given by the pensioner and a certificate from CGHS authorities that the area is not covered by any CGHS dispensary.

19. Pension through Public Sector Banks/Post Office Savings Bank

[Swamy's — Central Treasury Rules, Vol. I]

1. The facility to draw pension/family pension through Public Sector Banks is available to all Central Government Pensioners/family pensioners except those of Department of Posts.

2. The facility to draw pension/family pension through Post Office Savings Bank is available to the pensioners/family pensioners of Departments of Posts, Telecommunication and Railways.

3. A retiring employee (other than those of Postal Department) desiring to draw his pension through a branch of a Public Sector Bank authorized to disburse Government pensions should indicate in his application for pension (Form 5) the name of the Bank and the branch through which he wishes to draw his pension.

The authority issuing the PPO will forward both the halves of the PPO to the concerned Bank through the link branch of the Bank. The pensioner, on receipt of an intimation from the paying branch of the Bank should appear in person with the following documents:—

(1) Personal copy of the letter of the authority issuing the PPO forwarding the PPO to the Accountant-General/Treasury Officer endorsing a copy to him.

(2) Non-employment certificate (in case of Group 'A' Officers).

(3) An undertaking for refund of excess payments, if any.

The pensioner should open a Savings/Current Account in his own name (not "joint" or "either or survivor" account) if he does not have a similar account already.

4. A retiring employee of the Railway, Posts and Telecommunication Department desiring to draw his pension through Post Office Savings Bank should apply in duplicate in the prescribed form through his Head of Office to the Post Office through which he desires to draw his pension after retirement, for opening a Savings Bank Pension Account in his name in that Post Office with an undertaking that excess payments credited to his account can be recovered by the Postal Department.

The authority issuing the PPO will forward both halves of PPO (only disburser's half in the case of Railway) along with the specimen signature and letter of undertaking of the retiring employee to the concerned Post Office through the Director of Postal Accounts concerned.

When the pensioner attends the Post Office, the Head/Sub-Postmaster will, on proper identification of the pensioner, open a separate Savings Bank Pension Account with the credit of the first pension payment observing the normal procedure of opening an SB Account. The Pensioner's half of PPO will be returned to the pensioner after making necessary entries.

5. **Monthly crediting is automatic.**—The pensioner need not present any bill. The Bank/P.O will automatically credit the pensioner's account with pension including Dearness Relief, on the last working day of every month (and in any case, not later than the 7th of the month following) *except* for the month of March. For March, the credit will be on the first working day or within the 7th of April.

However, the pension including Dearness Relief for November and onwards will not be credited by the Bank/P.O. in case the pensioner fails to submit life certificate on due date. In case of failure to submit non-employment or employment/re-employment certificate on due date, Dearness Relief for November and onwards will not be credited by the Bank/P.O. but pension will be credited.

6. Dearness Relief.— On receipt of Government's orders sanctioning increase in Dearness Relief, the Bank/P.O. will credit the amount due to the pensioners' account.

7. Payment of commutation amount.— On receipt of payment authority from the Accounts Officer concerned, the Bank/P.O. will credit the amount in the pensioner's account under advice to him.

8. Revision of pension.— When pension is revised, the Bank/P.O. on receipt of the amendment letter from the authority who issued the PPO, will obtain the pensioner's half from the pensioner and carry out the corrections in both the halfs of PPO. The pensioner's half of PPO will be returned to the pensioner. The additional amount due will be credited in the account of the pensioner.

9. Additional amount of Retirement Gratuity.—Additional amount of retirement gratuity due to the pensioner as authorized by the authority issuing the PPO will be credited by the Bank/P.O. to the account of the pensioner under advice to him.

10. Arrears of pension on the death of the pensioner.—Pension is payable for the day of death of the pensioner. The Bank/P.O. will, on receipt of the death certificate of the pensioner, verify his account and recover overpayment, if any, made. Arrears of pension due will be disbursed to the nominee, if the deceased pensioner had left behind a nomination either under Payment of Arrears of Pension (Nomination) Rules, 1983 or under P.O.S.B. Banks/Bank's Deposit Rules. If no such nomination exists, the Bank will seek instructions of the Accountant-General concerned, the P.O. will seek instructions of pension sanctioning authority regarding payment of arrears to the heir(s) of the deceased pensioner.

11. Family pension.—Family pension is authorized in the PPO itself. The claimant should furnish

(*i*) death certificate of the pensioner,

(*ii*) application in the prescribed form for family pension,

(*iii*) two copies of his/her photograph, and

(*iv*) in the case of P.O., a letter of authority and undertaking in the prescribed form, for opening a SB Pension Account in his/her name. A widow claiming family pension should furnish an undertaking that she will report to the Bank/P.O. if she gets remarried and a widower/unmarried daughter/unmarried son/widowed or divorced daughter claiming family pension should furnish a declaration once a year in December regarding non-marriage/non-remarriage/non-employment.

12. Fixed medical allowance of Rs. 100 p.m.— The fixed medical allowance of Rs. 100 p.m. admissible to eligible pensioners/family pensioners will also be credited along with monthly pension/family pension.

13. Certificates/declarations to be furnished by the pensioners/family pensioners to the Bank/P.O.—

(*i*) Life certificate in November each year. Managers of Bank/Postmasters are empowered to issue life certificate.

(*ii*) Non-employment or employment/re-employment certificate in the month of November each year.

(*iii*) Those who retired as Group 'A' Officers, a declaration in May and November each year about (*a*) acceptance/non-acceptance of commercial employment within two years from the date of retirement and (*b*) acceptance/non-acceptance of employment under any Government outside India/an International Organization of which Government of India is not a member.

(*iv*) Those pensioners/family pensioners drawing fixed medical allowance of Rs. 100 p.m., an annual declaration in November each year to the effect that they are residing in area not covered by CGHS or other similar scheme administered by Central Government.

(*v*) Unmarried son(s)/daughter(s), dependent parents receiving family pension should furnish annual certificate to the effect that their earning is not more than Rs. 2,550 p.m.

(*vi*) Unmarried son(s)/daughter(s) receiving family pension should furnish six-monthly certificate in regard to their marital status.

20. Illustrations

1. Average Emoluments

With the following particulars, calculate the average emoluments for the purpose of pension:—

(*i*) Date of voluntary retirement ... 6-7-2003 F/N

(*ii*) Was drawing a pay of Rs. 6,000 from 1-8-2002 till retirement except two spells 12-2-2003 to 28-2-2003 and 16-3-2003 to 31-3-2003 during which he drew a higher pay of Rs. 6,125.

(*iii*) Was on Extraordinary Leave for 11 days from 1-2-2003.

Ans.

Period of calculation of Average Emoluments: 24-8-2002 to 5-7-2003

Period	Emoluments Rs.	Months	Amount Rs. P.
24-8-2002 31-1-2003	6,000	$5\frac{8}{30}$	31,600.00
1-2-2003 11-2-2003	EOL		
12-2-2003 28-2-2003	6,125	$\frac{17}{30}$	470.83
1-3-2003 15-3-2003	6,000	$\frac{15}{31}$	2,903.22
16-3-2003 31-3-2003	6,125	$\frac{16}{31}$	3,161.29
1-4-2003 5-7-2003	6,000	$3\frac{5}{30}$	19,000.00
	Total	10	60,135.34

Average Emoluments: Rs. 6,013.53

AUTHORS' NOTE—1. First determine the period of calculation of Average Emoluments and make sure that all the broken spells added together make up 10 full months by applying FR 9 (18) and the AI thereunder. Then while calculating the amounts you take August, 2002, February, 2003 and July, 2003, in which the broken spells occur as 30 days. Note that March, 2003 is not taken as a broken month. There are no non-qualifying periods in this month but only a variation of pay. It is a full month.

2. Emoluments for fractional periods are computed by multiplying emoluments by the factor 8/30, 17/30 and 5/30 irrespective of the number of days in the month. If such a month happens to consist of 31 days, the calculation will give a benefit to the Government servant. If it happens to be February consisting of 28 or 29 days, the formula may be disadvantageous to him. Government have clarified in GID (3) below Rule 34 that the formula should be uniformly applied in the case of all months containing 28, 29, 30 or 31 days.

2. Pension

Date of retirement		30-6-2003 A/N
Qualifying service...		(*i*) 33 Years
		(*ii*) 31 ½ Years
Pay drawn	From 1-3-2002	Rs. 9,500
	From 1-3-2003	Rs. 9,700

Average Emoluments (1-9-2002 to 30-6-2003)
(Rs. 9,500 × 6) + (Rs. 9,700 × 4) ÷ 10 = Rs. 9,580

(*i*) Pension for maximum qualifying service of 33 years:
50% of Average Emoluments, i.e., Rs. 9,580 × $\frac{50}{100}$ = Rs. 4,790
(*ii*) Pension for maximum qualifying service of 33 years = Rs. 4,790

Pension for 31 $\frac{1}{2}$ years of qualifying service:

$$\text{Rs. } 4{,}790 \times \frac{31\frac{1}{2}}{33} = \text{Rs. } 4{,}572.27$$

rounded off to Rs. 4,573 p.m.

For calculation of Pension and Family Pension, 'Basic Pay', Stagnation Increment(s), if any, and 'Non-Practising Allowance' (sanctioned to medical posts) will be taken into account. In the case of re-employed pensioner, the element of pension by which his pay is reduced will also be taken into account. For calculating Retirement/Death Gratuity, in addition to the above, Dearness Allowance admissible on the date of retirement/death while in service will be treated as 'emoluments'. This is effective from 1-1-1996.

3. Retirement Gratuity

Pay	Rs. 10,750
Special Allowance	Rs. 500
Family Planning Allowance	Rs. 275
Dearness Allowance @ 49% of pay	Rs. 5,268

Emoluments:

Basic Pay + Dearness Allowance, i.e., Rs. 10,750 + 5,268 = 16,018

Retirement Gratuity admissible in the case of an official who has put in—

(*a*) 33 years or more of qualifying service.
(*b*) 22$\frac{1}{2}$ years of qualifying service.

(*a*) Retirement Gratuity Rs. 16,018 × $\frac{1}{4}$ × 66 = Rs. 2,64,297 (rounded)

(*b*) Retirement Gratuity Rs. 16,018 × $\frac{1}{4}$ × 45 = Rs. 1,80,203 (rounded)

Rate of Retirement Gratuity is $\frac{1}{4}$th of the 'emoluments' last drawn for each completed six-monthly period of qualifying service subject to a maximum of 16 $\frac{1}{2}$ times of the 'emoluments' or Rs. 3.5 lakhs, whichever is less. No ceiling on reckonable emoluments for calculation of retirement gratuity.

4. Pension equivalent of Gratuity

Formula:— To be determined by applying the current table of commutation of pension.

(*i*) An official retires on superannuation after attaining the age of 60 years. He has received Rs. 3,50,000 as Retirement Gratuity. The pension equivalent of his gratuity will be—

Age next birthday 61

Value as per commutation table 9.81

PEG ... ... $= \dfrac{3,50,000}{9.81 \times 12}$

= Rs. 2,973.16

rounded to Rs. 2,973

(*ii*) If the same official retires on attaining the age of 58 years and receiving the same amount of Retirement Gratuity, the Pension equivalent of Gratuity will be—

Age next birthday 59

Value as per commutation table 10.46

PEG ... ... $= \dfrac{3,50,000}{10.46 \times 12}$

= Rs. 2,788.40

rounded to Rs. 2,788.

5. Commutation of Pension

Formula.— Amount to be commuted × Commutation value × 12.

Commutation Value for different ages is given in a Table under the CCS (Commutation of Pension) Rules.

An official retires with a pension of Rs. 2,786. The maximum amount that he can commute is 40% of his pension, i.e., Rs. 1,114 ignoring the balance which is in fraction. The commutation amount will be as follows according to his age next birthday:—

Age next birthday	Commutation value as per table	Calculation	Commutation Amount
48	13.82	1,114 × 13.82 × 12 =	Rs. 1,84,746
52	12.66	1,114 × 12.66 × 12 =	Rs. 1,69,239
57	11.10	1,114 × 11.10 × 12 =	Rs. 1,48,385
58	10.78	1,114 × 10.78 × 12 =	Rs. 1,44,108
59	10.46	1,114 × 10.46 × 12 =	Rs. 1,39,830
60	10.13	1,114 × 10.13 × 12 =	Rs. 1,35,418
61	9.81	1,114 × 9.81 × 12 =	Rs. 1,31,141

The 'age next birthday' for the purpose of finding out commutation value should be reckoned with reference to the date on which the commutation becomes absolute. Commutation amount should be expressed in whole rupees and where the final calculation of commutation amount contains a fraction of a rupee, it shall be rounded off to the next higher rupee.

6. Family Pension

(*a*) A Central Government servant drawing the pay of Rs. 9,000 in the scale of Rs. 7,500-250-12,000 from 1-11-2001 died on 31-10-2002 while in service. His date of birth is 6-6-1944. His family is eligible for payment of family pension as detailed below:—

(*i*) At enhanced rate from 1-11-2002 to 31-10-2009

(*ii*) At normal rate from 1-11-2009 onwards.

Family pension:

Normal rate:

30% of 'pay' last drawn: subject to a minimum of Rs. 1,275 p.m.	Rs. 9,000 × $\frac{30}{100}$ = Rs. 2,700 p.m.
Enhanced rate :	
Twice the normal rate limited to 50% of 'pay' last drawn.	Rs. 2,700 × 2 = Rs. 5,400 or Rs. 9,000 × $\frac{50}{100}$ = Rs. 4,500 Whichever is less, i.e., Rs. 4,500 p.m.

Dearness Relief will also be admissible on Family Pension.

The family pension at enhanced rate is payable for a period of 7 years or till the date on which the Government servant would attain the age of 67 years, if he had survived, whichever is earlier. This is applicable in the case of retirement/death in service taking place on or after 13-5-1998.

(*b*) A Central Government servant drawing pay of Rs. 10,475 in the scale of Rs. 8,000-275-13,500 from 1-11-1997 retired on superannuation on 31-3-1998, his date of birth being 1-4-1940. He was granted superannuation pension of Rs. 5,023 p.m. He died on 3-3-1999. His family is eligible for the payment of family pension as detailed below:—

(*i*) At enhanced rate from 4-3-1999 to 31-3-2005 (Attains the age of 65 years on 1-4-2005)

(*ii*) At normal rate from 1-4-2005 onwards.

Family Pension

Normal rate :

30% of 'pay' last drawn subject to a minimum of Rs. 1,275 and maximum of Rs. 9,000 p.m.	Rs. 10,475 × $\frac{30}{100}$ = Rs. 3,142.50 rounded to Rs. 3,143 p.m.
Enhanced rate :	Rs. 3,142.50 x 2 = Rs. 6,285 or
Twice the normal rate of Family Pension or 50% of pay last drawn or amount of pension granted on retirement, whichever is the least.	Rs. 10,475 x $\frac{50}{100}$ = Rs. 5,237.50 or Pension granted on retirement Rs. 5,023

The family will be eligible for grant of family pension:
From 4-3-1999 to 31-3-2005 @ Rs. 5,023 p.m.
From 1-4-2005 onwards — Rs. 3,143 p.m.
Dearness Relief will also be admissible.

7. Death Gratuity

Pay and allowances last drawn:

Pay	Rs. 10,750
Special Allowance	Rs. 500
Family Planning Allowance	Rs. 275
Dearness Allowance @ 49% of pay	Rs. 5,268

Emoluments:

Basic pay *plus* Dearness Allowance admissible on the date of death — Rs.10,750 + 5,268 =16,018.

Death Gratuity admissible in the case of permanent or temporary official who dies while in service after having put in—

(*a*) 33 years or more of service.
(*b*) 22 $\frac{1}{2}$ years of service.
(*c*) 2 years of service.

(*a*) Death Gratuity = Rs. 16,018 x $\frac{1}{2}$ x 66 = Rs. 5,28,594 limited to Rs. 3,50,000

(*b*) Death Gratuity = Rs. 16,018 x $\frac{1}{2}$ x 45 = Rs. 3,60,405 limited to Rs. 3,50,000

(*c*) Death Gratuity = Rs. 16,018 x 6 = Rs. 96,108

Rate of Death Gratuity for the service of 20 years or more is 'half of emoluments for every completed six monthly period of service' subject to a maximum of 33 times of emoluments or Rs. 3.5 lakhs, whichever is less. For the length of service less than 20 years, the rate of Death Gratuity is—

Length of Service	Rate of Gratuity	
Less than one year ...	2 times of emoluments.	Limited to Rs. 3.5 lakh
One year or more but *less* than 5 years	6 times of emoluments.	
5 years or more but *less* than 20 years	12 times of emoluments.	

20

Quitting Service – Other than Superannuation

1. Voluntary Retirement

[Swamy's — FR & SR, Part-I and Pension Compilation]

1. An employee has the right to retire and get pensionary benefits by giving three months' notice to the Appointing Authority—

(*i*) *After attaining the age of* 50 *years:*

Groups 'A' and 'B' Officers who had entered service before attaining the age of 35 years.

(*ii*) *After attaining the age of* 55 *years:*

Groups 'A' and 'B' Officers other than (*i*) above;

All Group 'C' employees;

Group 'D' employees who had entered service after 23-7-1966.

(*iii*) *On completion of* 30 *years' qualifying service:*

All employees.

Retirement becomes effective on the expiry of notice period, without awaiting appointing authority's approval, unless the official is under suspension.—*FR* 56; *Rule* 48, *Pension Rules.*

2. Employees have the option to retire voluntarily on completion of 20 years' qualifying service by giving three months' notice.

Retirement will take effect on expiry of notice period, unless before expiry thereof, permission for retirement is refused by the Appointing Authority.—*Rule* 48-A, *Pension Rules.*

3. Weightage up to five years in cases 1 and 2 above will be added to the qualifying service of the official, provided that—

(*a*) the total qualifying service including the weightage does not exceed thirty-three years;

(*b*) the period does not go beyond the date of normal superannuation; and

(*c*) the weightage is used only for the purpose of reckoning qualifying service for pension/gratuity and does not confer any other benefit like notional increase in pay, etc.—*Rule* 48-B.

4. Notice can be withdrawn with the permission of the Appointing Authority before the intended date of retirement.—*Rules* 48 & 48-A, *FR* 56.

5. The Appointing Authority, at its discretion can accept a notice of less than three months; but commutation of pension can be applied for only after the expiry of normal notice period of three months.— *Rules* 48 & 48-A, *FR* 56.

2. Premature Retirement

[Swamy's — FR & SR, Part-I and Pension Compilation]

Premature retirement is distinct from (*i*) compulsory retirement ordered as penalty, and (*ii*) voluntary retirement.

1. Conditions.— The Appointing Authority has the absolute right to retire an employee from service if it considers necessary to do so in public interest by giving him notice of not less than three months in writing or pay and allowances in lieu thereof, in the following circumstances:—

(*a*) *After attaining the age of* 50 *years:*

Groups 'A' and 'B' Officers who had entered service before attaining the age of 35 years.

(*b*) *After attaining the age of* 55 *years:*

- (*i*) Groups 'A' and 'B' Officers other than above.
- (*ii*) All Group 'C' employees.
- (*iii*) Group 'D' employees who had entered service after 23-7-1966.

(*c*) *On completion of* 30 *years' qualifying service:*

All employees.

2. Restrictions.— The power should NOT be exercised —

(*a*) to retire an employee on grounds of misconduct or as a short-cut to avoid formal disciplinary proceedings; or

(*b*) for reduction of surplus staff or for effecting general economy without following the instructions relating to retrenchment.

3. Appeal.— An employee served with a notice/order of premature retirement may represent within three weeks from the date of service of such a notice/order of premature retirement for consideration by the appropriate committee.

4. Premature retirement benefits.— Full pensionary benefits, but weightage in qualifying service is not admissible.—*Rule* 48 (1) (*b*), *Appendix*-10 & *FR* 56 (*j*).

3. Retirement on Medical Grounds

[Swamy's — Pension Compilation]

A Central Government employee who suffers on account of any bodily or mental infirmity which permanently incapacitates him for the service may retire from service with pensionary benefits. He will be granted Invalid Pension, Retirement Gratuity, encashment of leave and family pension to the members of his family in the event of his death.

Conditions:

1. The employee should submit an application to the Head of his Office for the grant of invalid pension.
2. The Head of the Office shall direct the applicant to appear before the appropriate Medical Authority for medical examination and recommendation.
3. If the Medical Authority recommends that the applicant is not fit to continue in service, he will be granted invalid pension.
4. If the Medical Authority recommends that the applicant is fit for further service of less laborious character than that which he had been doing and if he is not willing to be so employed, he will be granted invalid pension.
5. The amount of invalid pension is subject to the minimum of Rs. 1,275 and also is subject to the condition that it should not be less than normal rate of family pension admissible to him.
6. A certificate of incapacity for service obtained by the employee without the prior knowledge of the Head of his Office is not valid.

For commutation of invalid pension, medical examination is necessary.— *Rule* 38.

4. Absorption in ABs/PSUs, etc.

[Swamy's—Pension Compilation]

Central Government employees are often sent on deputation in public interest to Central Public Sector Undertakings/Autonomous Bodies or go on their own volition applying in response to advertisements and get permanently absorbed there. Orders of permanent absorption have to be issued by the undertaking in consultation with the parent employer. Retrospective absorption is not permissible. Nationalized Banks, Reserve Bank of India, State Bank of India and its Subsidiary Banks, LIC, GIC of India and its four subsidiaries viz., National Insurance Company Ltd., New India Assurance Company Ltd., Oriental Insurance Company Ltd., and United India Insurance Company Ltd., are treated as 'Central Autonomous Bodies'.

1. Deemed Retirement/Resignation.—Such an employee is deemed to have retired/resigned from service from the date of such absorption. For service in the Government, they would be eligible for the proportionate Service Gratuity/Pension and Retirement Gratuity admissible under relevant rules.

2. Retirement Benefits.— *Pro rata* monthly pension and retirement gratuity on the basis of qualifying service up to the date of permanent absorption will be admissible.

3. Commutation of pension.—Is entitled to commutation not exceeding 40% of his pension without medical examination if application is made within one year from the date of permanent absorption. The commutation amount is exempt from income tax.

4. Encashment of 'Earned Leave'.—The Government servant is entitled to encashment of earned leave to his credit on the date of such absorption subject to a maximum of 300 days including the number of days for which encashment was availed along with LTC.

5. Half Pay Leave.— Half pay leave will stand forfeited.

6. Transfer of PF Balances.—In respect of an employee opting for service with any of the Bodies mentioned above, the amount of subscription (including Government contribution in case he is a subscriber to CPF) together with interest thereon standing to his credit in the PF account will be disposed of in the following manner:—

Refunded to him	If the enterprise does not operate a PF or the PF of the enterprise does not accept such balances.
Transferred to the new PF Account.	If the enterprise agrees for the transfer of the balance.

7. Family Pension.— On permanent absorption (except of those with less than ten years' qualifying service), benefit of family pension under CCS (Pension) Rules is admissible, if no family pension scheme exists in the organization or if the employee is not eligible under their Scheme or on his request if he is specifically exempted by the Central Provident Fund Commissioner from the coverage of family pension scheme of the organization. The family pension will be based on the pay drawn at the time of absorption.

8. Miscellaneous.— (1) *Pro rata* retirement benefits are applicable on permanent absorption in Public Sector Undertakings/Autonomous Bodies also under State Governments' and Union Territories' control.— *See* Subject No. 7.

(2) In respect of Joint Sector Undertakings, these benefits are also admissible on absorption if it is wholly under the joint control of Central Government and State Government(s)/Union Territory or under the joint control of two or more State Governments/Union Territories and not under one Government and a private/foreign body.—*Appendix*-12.

5. Missing employees

[Swamy's — Pension Compilation and Group Insurance Schemes]

If an employee is missing and his whereabouts are not known, his family can be paid the retirement benefits. For this purpose, the family should have lodged a complaint with the Police Station concerned and obtained a report that the employee has not been traced after all efforts had been made.

1. Benefits payable in the first instance.—Salary due, leave encashment due and the amount of GPF.

2. After one year— (*i*) Death gratuity limited to the amount of Retirement gratuity; (*ii*) Family Pension from the date of FIR; and (*iii*) Accumulations from the Savings Fund under Group Insurance Scheme.

The nominees/dependants should furnish an Indemnity Bond that all payments shall be adjusted against the payment due to the employee in case he/she appears on the scene at a later date and makes a claim.

3. After death is established or seven years.— (*i*) Difference between death gratuity and retirement gratuity, (*ii*) Insurance cover admissible under Group Insurance Scheme.

The claimants should produce proper and indisputable proof of death or Decree of the Court as laid down in Section 108 of the Indian Evidence Act.

Subscriptions for one year and insurance premium alone for the next six years will be recovered with interest from the amounts payable on account of Savings Fund and Insurance Fund respectively under Group Insurance Scheme.

4. When missing after committing fraud.— Benefits can be sanctioned only on the employee being acquitted by the Court or after conclusion of disciplinary proceedings.

5. Applicable to pensioners.— Family pension can be sanctioned as per conditions stated above in the case of missing pensioner also.— *Rule* 54, *GIDs* (12), (13), *Paras*.11.4 *and* 11.5 *of Group Insurance Scheme.*

6. Permanent transfer to and from Central Autonomous/ Statutory Bodies — Counting of past service for pension

[Swamy's — Pension Compilation]

1. Scope.—This subject deals with the benefit of counting past service for retirement benefits in the case of employees (permanent or temporary) of the following categories initially going on deputation and then getting permanently absorbed—

(1) From a Central Government Department to a Central Autonomous Body.

(2) From a Central Autonomous Body to a Central Government Department.

(3) From one Central Autonomous Body to another.

2. "Central Autonomous Body" means a Body which is financed wholly or substantially from cess or Central Government Grants. "Substantially" means that more than 50 per cent of the expenditure of the Autonomous Body is met through cess or Central Government Grants. It includes a Central Statutory Body or a Central University.

However, Public Undertakings, Nationalized Banks, RBI, SBI and its subsidiary Banks, LIC, General Insurance Corporation of India and its four subsidiaries are not treated as "Central Autonomous Bodies" for this purpose.

3. From a Central Government Department to a Central Autonomous Body where pension scheme is in operation.—The Government servant will have an option (*a*) to receive *pro rata* retirement benefits or (*b*) continue to have the benefit of combined service under the Government and in the Autonomous Body. The option should be exercised within six months. If he elects the alternative (*b*), the service rendered under Government will be allowed to be counted towards pension under the Autonomous Body. In the case of temporary Government servant, pensionary benefits will accrue only when he is confirmed in the Autonomous Body. If he retires as a temporary employee from the Autonomous Body, terminal benefits as are available under the Government will only be admissible to him.

From a Central Autonomous Body to a Central Government Department.—The above procedure will apply.

The Government/Autonomous Body will discharge its pension liability by paying in lumpsum the *pro rata* pension/service gratuity/terminal gratuity and retirement gratuity for the service up to the date of absorption. Lumpsum amount of *pro rata* pension will be determined with reference to Commutation table laid down in CCS (Commutation of Pension) Rules.

A Central Government employee with Contributory Provident Fund benefits on permanent absorption in an Autonomous Body will have the option either to receive the CPF benefits which have accrued to him from the Government and start his service afresh in that Body or count service rendered in Government as qualifying service for pension in the Body by forgoing Government's share of CPF Contributions with interest, which will be paid by the Government to the Body concerned. The option should be exercised within one year from the date of absorption, failing which he will be deemed to have opted to receive the CPF benefits.

4. From a Central Government Department to a Central Autonomous Body where pension scheme is not in operation.—A permanent Central Government employee borne on pensionable establishment on absorption in the Central Autonomous Body will be eligible for *pro rata* retirement benefits as given in Subject No. 4. A temporary employee will be paid the terminal gratuity admissible on the date of permanent absorption in the

Autonomous Body. In the case of temporary Central Government employee with CPF benefits, the amount of his subscriptions and the Government's contribution together with interest thereon will be transferred to his new Provident Fund account with the consent of that Body.

From a Central Autonomous Body to a Central Government Department.—An employee of a Central Autonomous Body on permanent absorption under the Central Government will have the option either to receive CPF benefits from the Autonomous Body and start his service afresh in Government or count service rendered in the Autonomous Body for pension in Government by forgoing employer's share of CPF contributions with interest thereon, which will be paid by the Autonomous Body to the concerned Government Department. The option should be exercised within one year from the date of absorption, failing which he will be deemed to have opted to receive CPF benefits.

5. Absorption of employees of one Central Autonomous Body in another Central Autonomous Body.—The provisions enumerated in the preceding paragraphs will apply *mutatis mutandis* in respect of employees going from one Central Autonomous Body to another.

6. Applicability.—The above provisions take effect from 29-8-1984 and are applicable to those who retired/retire from Government/ Autonomous Body service prior to/on or after that date. These provisions will apply only in cases where the transfer of the employee from one organization to another is with the consent of the organization under which he was serving earlier including cases where the individual had secured employment directly on his own volition, provided he had applied through proper channel/with proper permission of the Administrative Authority concerned.—*Appendix*-12.

7. Encashment of Earned Leave
8. Transfer of PF balances
9. Family pension
—*Same as in Subject No.* 4.

7. Absorption in Public Sector Undertakings/Autonomous Bodies under the State Governments/Union Territories

[Swamy's—Pension Compilation]

Scope.—Permanent Central Government employees who are deputed to the Public Sector Undertakings and Autonomous Bodies, wholly or substantially owned or controlled by the various State Governments/Union Territories and are subsequently absorbed permanently in such organizations with the prior permission of the parent department of Central Government, are allowed *pro rata* retirement benefits as are admissible in the case of absorption under PSUs/Autonomous Bodies controlled by the Central Government. This benefit may also be extended to those seeking permanent absorption in Joint Sector Undertakings wholly owned by Central and/or State Governments.

Central Government employees would be required to join PSU/ABs, etc., under the control of the State Government on immediate absorption basis. If it is on deputation/foreign service terms, lien shall be retained by the Central Government for the permissible period. In case of absorption in an AB under the State Government having a pension scheme on the Central Government pattern, the employee will have an option to count the service for pension, if there are reciprocal arrangements between the State Government concerned and the Central Government; otherwise he is entitled to *pro rata* retirement benefits only.

Encashment of Earned Leave.—The benefit of encashment of earned leave at his credit on the date of permanent absorption subject to a maximum of 300 days including the number of days for which encashment was availed along with LTC is admissible. Half pay leave at credit will be forfeited.—*Appendix*-12.

8. Pensionary terms for Central Government Employees absorbed consequent on conversion of Departments into Autonomous Body or a PSU

[Swamy's — Pension Compilation]

Effective from 30-9-2000

1. All Government servants of the concerned Department will be transferred *en masse* to the PSU/AB on terms of foreign service without any Deputation Allowance till such time they get absorbed in the said PSU/AB. The absorption will be from such date as may be notified by the Government.

2. The transferred Government servants will have an option (to revert back to the Government or to seek permanent absorption in the PSU/AB) to be exercised within a specified period.

3. The permanent absorption shall take effect from the date notified by the Government and from that date such absorbed employees shall be deemed to have retired from Government service. The posts which they were holding in the Government before such absorption will stand abolished.

4. Employees who opt to revert back to Government service will be redeployed through the Surplus Cell.

5. All employees (excluding casual labourers) who opt for permanent absorption in the PSU/AB will be governed by the regulations or by-laws of the PSU/AB from the date of such absorption.

6. A permanent Government servant who has been absorbed in the PSU/AB shall be eligible for pensionary benefits on the basis of his combined service, i.e., service in the Government and service in the PSU/AB put together. In addition, they will also be entitled to Dearness Relief based on the Industrial DA pattern. Quasi-permanent and temporary employees who opt

for absorption will become eligible for pension/family pension after they are confirmed in the PSU/AB.

7. The Government will create a Pension Fund in the form of a Trust to pay the pensionary benefits of such absorbed employees. The Trust will be managed by a Board of Trustees with the Secretary of concerned Administrative Ministry as Chairperson.

8. The Government will discharge its pensionary liability in lump sum as a one-time payment to the Pension Fund, the *pro rata* pension or Service Gratuity and Retirement Gratuity for the service up to the date of absorption. Lump sum will be calculated on the basis of Commutation Table in the CCS (Commutation of Pension) Rules, 1981.

9. The PSU/AB shall make pensionary contributions to the Pension Fund at the rates determined by the Board of Trustees so that the Pension Fund shall be self-supporting. If for any reasons, the Trust is unable to discharge its liability from the Pension Fund, and the PSU/AB is also not able to meet the shortfall, the Government shall be liable to meet such expenditure which will be debited either to the Fund or to the PSU/AB.

10. Payment of pensionary benefits of the pensioners of the Government Department on the date of conversion into PSU/AB will be the responsibility of the Government and the mechanism for sharing its liabilities on this account will be determined by the Government.

11. The balance of Provident Fund at the credit of the employees on the date of absorption will be transferred to the new Provident Fund Account of the PSU/AB.

12. Earned Leave and Half pay leave at credit will be transferred to the PSU/AB.

13. Dismissal or removal of any absorbed employee by the PSU/AB after his absorption will not forfeit his Retirement Benefits for his service in the Government up to the date of absorption. Such dismissal/removal will also be subject to review by the Administrative Ministry concerned.

14. If on a later date, the Government disinvests its equity to the extent of fifty-one per cent or more, the employees' interests will be safeguarded, which includes an option for Voluntary Retirement Benefits, etc.

BHARAT SANCHAR NIGAM LIMITED

1. All the above conditions, except those relating to Pension Fund will apply to the employees of the Departments of (*a*) Telecommunications, (*b*) Telecommunication Services and (*c*) Telecommunication Operations transferred *en masse* to the newly formed Bharat Sanchar Nigam Limited from 1-10-2000.

2. Payment of pensionary benefits including family pension of the employees transferred to BSNL will be made by the Government for which the

Government will specify the arrangements and manner including the rate of pensionary contribution to be paid to the Government by BSNL.

3. Existing pensioners of these three Departments will also be brought under the new arrangement. —*Rule* 37-A

9. Extraordinary Pension

[Swamy's—Pension Compilation]

If an employee sustains injuries, diseases or dies and the injury, disease or death is attributable to Government service, he/his family becomes eligible for the grant of an award under the Central Civil Services (Extraordinary Pension) Rules, 1939 which are applicable to all employees except to those to whom the Workmen's Compensation Act, 1923, applies.

Examples.—Death or disability due to diseases contracted because of continued exposure to a hostile work environment, subjected to extreme weather conditions or occupational hazards, accidents while travelling on duty in Government vehicles or public transport, service aircraft, mishaps at sea, electrocution while on duty.

Disability pension.—If the injury/disease sustained by the employee is attributable to Government service and the employee is boarded out from Government service as unfit on account of such disability, he is entitled to disability pension, in addition to service gratuity/pension, retirement gratuity admissible under CCS (Pension) Rules, 1972 or terminal gratuity admissible under CCS (TS) Rules, as the case may be. The disability pension will be equal to 30% of basic pay, for 100% disability. For lower percentage of disability, the monthly disability pension will be proportionately lower; where permanent disability is not less than 60%, the total pension (i.e., pension or service gratuity admissible under CCS (Pension) Rules, 1972 *plus* disability pension) shall not be less than 60% of basic pay, subject to a minimum of Rs. 2,500 p.m.

If the employee is retained in service, he shall not be paid disability pension monthly but the capitalized value of the disability pension will be paid to him in lump.

Extraordinary Family Pension.—If the death is attributable to Government service, the wife/husband of the deceased employee is eligible for the grant of extraordinary family pension. In the absence of wife/husband, the family pension will be granted to the child. The death gratuity, if any, admissible under CCS (Pension) Rules, 1972 or under CCS (TS) Rules, as the case may be, shall also be paid. The quantum of monthly extraordinary family pension shall be—

(*a*) *Where the deceased Government servant was not holding a pensionable post:*
40% of basic pay subject to a minimum of Rs. 1,650.

(*b*) *Where the deceased Government servant was holding a pensionable post:*

60% of basic pay subject to a minimum of Rs. 2,500.

NOTE.—'Basic Pay' includes basic pay, N.P.A. and S.I.

Period for which family pension is payable:—The family pension is payable to the widow up to the date of her re-marriage or death, whichever is earlier. Thereafter it is payable to the children one by one in the order of birth irrespective of their sex. The unmarried son(s)/daughter(s) are eligible for family pension up to the age of 25 years or up to the date of their marriage or up to the date of their starting monthly earning of not less than Rs. 2,550 p.m from employment in Government, the private sector, self employment, etc., whichever is earlier.

Restoration of family pension to the widow.—The family pension of a widow will cease on remarriage; but when such remarriage is annulled by divorce, desertion or death of the second husband, her pension may be restored.

Payments to parents, brothers and sisters.—If the deceased employee has left neither a widow nor a child, the family pension may be granted to the dependent parents, brothers/unmarried sisters in that order at one-half the rate admissible to the widow. In the case of parents, the family pension is payable throughout their life and in the case of brother, until he attains the age of 21 years and in the case of unmarried sister, until she attains the age of 25 years or gets married, whichever is earlier.

The extent of disability or functional incapacity will be determined in the following manner for purpose of computing the disability element forming part of benefits:

Percentage of disability assessed by Medical Board	Percentage to be reckoned for computation of disability element
Less than 50 ...	50
50 to 75 ...	75
76 to 100 ...	100

Appx. 3.

10. Liberalized pensionary awards in case of death/ disablement due to attack by anti-social elements, terrorists, etc.

[Swamy's — Pension Compilation]

Central Government employees are eligible for higher compensation under 'Liberalized Pensionary Awards' when they sustain disability or death in the circumstances specified below. For determining the quantum of award, the cases are divided into two distinct categories.

Category I.—Death or disability attributable to (*a*) acts of violence by terrorists, anti-social elements, etc., whether in their performance of duties or otherwise. (*b*) bomb blasts in public places or transport and (*c*) indiscriminate shooting incidents in public, etc.

Category II. —Death or disability arising as a result of (*a*) attack by or during action against extremists, anti-social element, etc. and (*b*) enemy action in international war or border skirmishes and warlike situations, including cases which are attributable to (*i*) extremists acts, exploding mines, etc., while on way to an operational area, (*ii*) kidnapping by extremists, and (*iii*) battle inoculation as part of training exercises with live ammunition.

Disability pension.—(1) For cases covered by Category I, disability pension comprising a service element equal to the retiring pension and gratuity to which the employee would have been entitled to on the basis of his pay on the date of invalidation but counting service up to the date on which he would have retired in the normal course and disability element equal in amount to normal family pension subject to the condition that the aggregate of the service and disability element shall not be less than 80% of the pay last drawn, for 100% disability. For lower percentage of disability, the disability element shall be proportionately lower.

(2) For cases covered by Category II, disability pension comprising a service element equal to the retiring pension and gratuity to which the employee would have been entitled to on the basis of his pay on the date of invalidation but counting service up to the date on which he would have retired in normal course and disability element equal in amount to the pay last drawn subject to the condition that the aggregate of the service and disability elements shall not exceed the pay last drawn, for 100% disability. For lower percentage of disability, the disability element shall be proportionately lower.

Family pension.—For cases covered by Categories I & II, the amount of family pension will be equal to the pay last drawn by the deceased employee and is payable to the widow for life or until her remarriage. In the event of remarriage of the widow, the family pension will be allowed at the rates of family pension and subject to the conditions laid down for family pension under the CCS (Pension) Rules, 1972 from the date following the date of her marriage.

If the employee is not survived by widow but is survived by child/children only, all children together shall be eligible for family pension at the rate of 60% of basic pay, subject to a minimum of Rs. 2,500 p.m. Children Allowance, which was admissible previously, will stand abolished.

When the employee dies as a bachelor or as a widower without a child/children, dependent pension will be admissible to parents without reference to pecuniary circumstances, at the rate of 75% of pay last drawn if both parents are alive and at the rate of 60% if only one of them is alive.

The extent of disability or functional incapacity will be determined in the following manner for purposes of computing the disability element forming part of benefits.

Percentage of disability assessed by Medical Board	Percentage to be reckoned for computation of disability element
Less than 50 ...	50
50 to 75 ...	75
76 to 100 ...	100

Employees governed by Workmen's Compensation Act, 1923.—Eligible for the awards. If the benefits under these orders are more than the compensation payable under W.C. Act, no separate compensation will be paid under the W.C. Act. If, however, the sum admissible under these orders is less than the amount payable as compensation under (*i*) the Personal Injuries (Emergency Provisions) Act, 1962, (*ii*) the Personal Injuries (Compensation Insurance) Act, 1963, they will have a right to receive an amount equal to the difference.

Definition of 'Pay'.—Pay for the purpose of these orders means 'basic pay' and includes non-practising allowance, (*ii*) Stagnation increment.

Appx. 4.

21

Resignation, Removal and Dismissal

1. Resignation

[Swamy's — Complete Manual on Establishment and Administration and Swamy's—Pension Compilation]

1. Resignation should be clear and unconditional. It should be submitted to the Appointing Authority in respect of the service or post in question who is competent to accept it.

2. Resignation from service will generally be accepted straightaway.

Exceptions:—

(*a*) When the officer concerned is engaged on work of importance and alternative arrangements for filling up the post may take time.

(*b*) Officials against whom inquiry/investigation is pending (whether under suspension or not).

3. In cases covered by (*a*), resignation should be accepted only when alternative arrangements have been made.

In cases covered by (*b*), resignation will not be accepted if it is in the public interest to pursue the disciplinary case. The Competent Authority may, however, accept the resignation—

(*i*) if the case does not involve moral turpitude and public claims, or

(*ii*) if the available evidence does not have a base strong enough to lead eventually to dismissal or removal from service, or

(*iii*) if further pursuit of the case may get so protracted as to render acceptance of resignation cheaper for the exchequer.

Acceptance of resignation in cases at (*b*) above, is subject to prior approval of the Minister-in-charge in respect of Groups 'A' and 'B' and Head of Department in respect of Groups 'C' and 'D' employees. In the case of officers of all the Groups in the Indian Audit and Accounts Department, resignation may be accepted by the Heads of Departments as designated by the C. & A.G. of India.

4. In all cases of acceptance of resignation, prior vigilance clearance from the Competent Authority is mandatory and this clearance should be accorded expeditiously.

5. Resignation should not be accepted until all the departmental dues are fully adjusted.

6. The accepting authority will decide the date from which the resignation should become effective.

7. A resignation becomes effective not merely when it is accepted by the authority concerned, but only when the officer is actually relieved of his duties.

8. An official quitting his post before receiving intimation of acceptance of his resignation is liable to be proceeded against both legally and departmentally.

9. A Government servant quitting service on resignation will not be entitled to for any pension, gratuity or terminal benefits. He will, however, be paid *suo motu*, cash equivalent to the extent of half of earned leave at his credit on the date of cessation of service, subject to a maximum of 150 days including the number of days of E.L. for which encashment was availed along with LTC.

10. When a Government servant applies for post in the same or another department through proper channel and on selection he is asked to resign the previous post for administrative reasons—

(*i*) the resignation will be treated as a "technical formality";

(*ii*) the benefit of past service, if otherwise admissible under the rules, will be allowed for purposes of fixation of pay in the new post;

(*iii*) leave at credit will be carried forward; and

(*iv*) the past service will be counted for pension to the same extent it would, but for the resignation.

A Government servant who had applied for a post elsewhere before joining Government service, should intimate the details of such application as soon as he joins Government service to qualify for the above benefits.

11. A Government servant selected for a post in a Central Public Sector Enterprise/Central Autonomous Body will be released after obtaining and accepting his resignation from Government service. Such a resignation will not entail forfeiture of service for purposes of retirement/terminal benefits. In such cases, the Government servant shall be deemed to have retired from service from the date of such resignation and he will be eligible to retirement/terminal benefits admissible under the relevant rules applicable to him, in his parent organization.

12. Withdrawal of resignation in the following circumstances:—

(*i*) *Before acceptance.*—The resignation will be deemed to have been automatically withdrawn and there is no question of accepting the resignation.

(*ii*) *After acceptance, but before relief.*—Withdrawal should normally be accepted. If rejected, grounds for such rejection should be recorded and intimated to the Government servant.

(*iii*) *After relief* (i.e., after it became effective).—The Appointing Authority may permit withdrawal in the case of permanent employees subject to the following conditions:—

(*a*) Availability of the vacated post or other comparable post.

(*b*) The resignation was tendered by the Government servant for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct.

(*c*) The request for withdrawal has been made as a result of material change in the circumstances which originally compelled him to tender the resignation.

(*d*) The resignation was not tendered with a view to take up an appointment in a private commercial company or under a corporation, company, body, controlled or financed by the Government.

(*e*) The period of absence from duty between relief on resignation and resumption of duty, is not more than 90 days.— *Rule* 26, *Swamy's Pension Compilation.*

In other cases, the withdrawal of resignation which has become effective can be accepted only with the sanction of the Government.— *Chapter* 46.

2. Termination of Temporary Service

[Swamy's — CCS (TS) Rules]

Termination of service.—The services of a temporary Government servant may be terminated at any time by a notice of one month on either side by the Government servant or the Appointing Authority. The Appointing Authority has also the option to pay the Government servant his pay and allowance for the period of one month or for the period by which such notice falls short of one month and terminate his services immediately. On the other hand, the Government servant has no such option, but has necessarily to give one month's notice.— *Rule* 5.

Heads of Departments may review cases of termination.—The Central Government or any other authority specified by the Central Government in this behalf or a Head of Department, if the Appointing Authority is subordinate to him, may, on its own motion or otherwise, re-open such cases and order—

(*i*) confirming the action taken by the Appointing Authority, or

(*ii*) withdrawing the notice; or

(*iii*) reinstating the employee in service, or

(*iv*) making such other order in the case as it may consider proper.

Terminal gratuity.— A temporary Government servant who is discharged from service under Rule 5 of CCS (TS) Rules, 1965 is eligible for payment of terminal gratuity at the following scale and encashment of Earned Leave as stated below.—

(*a*) *Terminal gratuity.*—

Length of Service	Terminal Gratuity
Less than 5 years ...	Nil.
5 years and above, but less than 10 years	$\frac{1}{2}$ a month's pay for each completed year of service.
10 years and above	one month's pay for each completed year of service, subject to a maximum of Rs. 15,000 or 15 months' pay, whichever is less.

—*Rule* 10.

(*b*) *Encashment of earned leave.*— Encashment of earned leave at credit on the date of termination of service subject to maximum for 300 days including the number of days for which encashment was availed along with LTC is admissible.— *Rule* 39, *CCS* (*Leave*) *Rules and OM, dated* 7-10-1997.

3. Removal/Dismissal

[Swamy's — CCS (CCA) Rules]

Removal/Dismissal from service of a Government servant are the major penalties which can be imposed upon a Government servant by the Competent Authority for good and sufficient reasons, after observing the procedure prescribed in the Central Civil Services (Classification, Control and Appeal) Rules, 1965. The penalty 'removal from service' is not a disqualification for future employment under the Government whereas 'dismissal from service' shall ordinarily be a disqualification for such employment.— *Rule* 11, *CCS* (*CCA*) *Rules*.

Forfeiture of past service.— A Government servant removed or dismissed from service shall forfeit his past service and shall not be entitled to pension/gratuity.

Compassionate Allowance.— If the case of the Government servant who is removed or dismissed from service is deserving of special consideration, the authority competent to remove or dismiss him from service may sanction a Compassionate Allowance not exceeding two-thirds of pension or gratuity or both which would have been admissible to him if he had retired on compensation pension. The Compassionate Allowance sanctioned shall not be less than Rs. 1,275 per month. Dearness relief is also admissible on the Compassionate Allowances.— *Rules* 24 & 41, *CCS* (*Pension*) *Rules*.

The Compassionate Allowance is also a kind of pension and commutation up to a maximum of 40% thereof is admissible.—*Rule* 3 (1) (*j*), *CCS* (*Commutation of Pension*) *Rules*.

22

Special Voluntary Retirement Scheme for Surplus Central Government Employees

1. Details of the Scheme

Eligibility.— All permanent Central Government employees declared surplus (irrespective of their age and qualifying service) can opt to retire under this scheme.

Entitlements.—An optee is entitled for pensionary benefits and Family Pension under CCS (Pension) Rules, 1972, Encashment of Earned Leave under CCS (Leave) Rules, 1972, payment of savings element with interest in the C.G.E.G.I. Scheme as per rules, T.A. as on retirement for self and family for settling anywhere in India and in addition—

(*i*) Weightage of five years to the qualifying service under CCS (Pension) Rules if he had rendered a minimum of 15 years qualifying service on the date he is declared surplus. The qualifying service after taking into account the aforesaid weightage should not be more than the service he would have rendered had he retired on the date of superannuation and should not exceed 33 years.

(*ii*) An *ex gratia* amount equal to basic pay *plus* D.A. for the number of years of actual service rendered at 35 days for each completed year of service and at 25 days for each remaining year reckoned up to the date on which he would retire on superannuation. For any part of a year, the number of days for *ex gratia* amount, will be worked out on the basis of 365 days in a year.

Conditions:—

(*a*) Total number of years to be counted for payment of *ex gratia* will not exceed 33 years.

(*b*) No weightage of additional service will be given for calculation of *ex gratia*.

(*c*) The *ex gratia* will be subject to a minimum of Rs. 25,000 or 250 days' emoluments, whichever is higher.

(*d*) The *ex gratia* amount should not exceed the sum of basic pay *plus* D.A. that the employee would draw at the prevailing level for the balance of the period of service left before superannuation.

(*iii*) The *ex gratia* amount will be paid in lumpsum and will be exempt from Income Tax up to a maximum of Rs. 5 lakhs.

[G.I., Dept. of Per. & Trg. O.M. No. 25013/6/2002-Estt. (A), dated 28-2-2002]

2. Illustration

A Group 'C' employee of the Central Government drawing the pay of Rs. 5,900 in the scale of Rs. 5,000-150-8,000 from 1-10-2001 was declared surplus and he opted to retire from service under the 'Special Voluntary Retirement Scheme' from 1-8-2002 F/N. His date of birth is 8-10-1946 and he entered Central Government service on 1-7-1977. He had availed earned leave and half-pay leave and extraordinary leave on M.C. in his service. Rate of Dearness Allowance is 52% of basic pay at the time of retirement.

Date of birth ...	8-10-1946
Date of entry into service ...	1-7-1977
Normal date of superannuation	31-10-2006
Date of retirement under VRS ...	1-8-2002 F/N

Benefits under CCS (P) Rules:

Qualifying Service:	Yr	M	D
Gross service from 1-7-1977 to 31-7-2002 ...	25	01	00
Deduct Non-qualifying service ...	..		
Actual qualifying service ...	25	01	00
Add Weightage in Q.S. ...	4	03	00
Total Q.S. $29\frac{1}{2}$ yrs, i.e., 59 half-yearly periods	29	04	00

Pension:

Average Emoluments (from 1-10-2001 to 31-7-2002) Rs. $\frac{5,900 \times 10}{10} = 5,900$

Pension for $29\frac{1}{2}$ yrs. of Q.S. Rs. $5,900 \times \frac{50}{100} \times \frac{59}{66} = 2,638$

Retirement Gratuity:

Emoluments: Pay Rs. 5,900 + DA Rs. 3,068 = Rs. 8,968

Retirement gratuity admissible : Rs. $8,968 \times \frac{1}{4} \times 59$ = Rs. 1,32,278

Family Pension:

Pay Rs. $5,900 \times \frac{30}{100}$ = Rs. 1,770 p.m. (Normal rate)

Rs. 2,638 p.m. (Enhanced rate restricted to pension)

Commutation of pension:

D.O.B.	8-10-1946
D.O.R.	1-8-2002 F/N

Age next birthday 56 years

Max. commutation admissible Rs. 2,638 × $\frac{40}{100}$ = Rs. 1,055

Commutation amount Rs. 1,055 x 11.42 x 12 = Rs. 1,44,578 (rounded)

***Ex Gratia* Payment:**

(*a*) Number of years of actual service :
(From 1-7-1977 to 31-7-2002) 25 yrs. 1 month

(*b*) Remaining years of service
(From 1-8-2002 to 31-10-2006) 4 yrs 3 months

Number of days for which *ex gratia* admissible:

For (*a*)	25 years @ 35 days per year	875 days.
	1 month $\frac{31}{365}$ x 35 = 2.97	3 days.
(*b*)	4 years @ 25 days per year 4 x 25	100 days.
	3 months $\frac{92 \times 25}{365}$ = 6.3	6 days.
Total number of days for which *ex gratia* is admissible		984

Amount of *ex gratia* admissible:

Pay Rs. 5,900 + DA 3,068 = $\frac{8{,}968 \times 12 \times 984}{365}$ = Rs. 2,90,120.94 rounded to Rs. 2,90,121.

Benefits admissible:		Rs.
Retirement gratuity		1,32,278
Ex gratia payment		2,90,121
Commutation amount		1,44,578
Monthly pension (Rs. 2,638 - 1,055)		1,583 p.m.
*Family pension	Normal rate	1,770 p.m.
	Enhanced rate	2,638 p.m.

* Admissible to family in the event of the death of the pensioner.

In addition to the above, Encashment of leave, benefits from savings fund under C.G. E.G.I. Scheme are also admissible.

23

Concessions when posted to North-Eastern Region, etc.

[Swamy's — FR & SR, Part - I]

Certain special concessions and service benefits are admissible to officers transferred to the North-Eastern Region and Union Territories listed below and to officers of North-Eastern Council when posted to North-Eastern Region. These concessions are also admissible to those on deputation to State Governments on Manipur and Tripura.

1. Assam
2. Meghalaya
3. Manipur
4. Nagaland
5. Tripura
6. Arunachal Pradesh
7. Mizoram
8. Andaman and Nicobar Islands
9. Lakshadweep (L & M) Islands
10. Sikkim

1. T.A. and Joining Time

(*a*) **On first appointment.**—For journeys to take up initial appointment, T.A. will be admissible to the Government servant and his family for the total distance as below—

For journey by rail	...	Second Class fare.
For journey by road	...	Ordinary bus fare.
For journey to take up appointment in A & N/L & M Islands	...	Free sea passage *plus* rail/bus fare as above for journey within mainland up to the port of embarkation.

(*b*) **On transfer.**—If the family does not accompany the Government servant, he will be paid T.A. on tour for self only for the transit period and will be permitted to carry personal effects up to $\frac{1}{3}$rd of his entitlement at Government cost; or can have the cash equivalent of carrying $\frac{1}{3}$rd of his entitlement or the difference in weight of the personal effects he is actually carrying and $\frac{1}{3}$rd of his entitlement, as the case may be, in lieu of the cost of transportation of baggage. Composite Transfer Grant will be admissible in any case.

If the family accompanies him, he can draw the existing T.A., including the cost of transporting personal effects to his maximum entitlement irrespective of the actual weight carried.

These provisions apply also for the return journey on transfer back from the North-Eastern Region/Union Territory.

This concession is admissible only in cases of transfer from a station outside to a station in the N-E Region and vice versa. It is not applicable from one station to another within the region.

(*c*) **Road mileage for transportation of personal effects.**— Higher rate of allowance as for 'A' class cities, limited to the actual expenditure, will be admissible to all Government servants for transportation of personal effects on transfer between two different stations in the North-Eastern Region/Union Territory not connected by rail irrespective of the fact whether they are having All India transfer liability or not.

(*d*) **Joining time while proceeding on/returning from leave.**— Government servants proceeding on leave from the place of posting in the Region to a place outside the Region are entitled for the joining time as follows:—

(*a*) *If the place of posting in the Region is not a remote locality.*—

(*i*)	When the journey time between the place of posting and the place outside the Region is 2 days or less.	No joining time is admissible.
(*ii*)	When the journey time referred to in (*i*) above is more than 2 days.	Journey time in excess of 2 days is allowed as joining time.

(*b*) *If the place of posting in the Region is a remote locality.*—

(*i*)	Period of travel from the remote locality to the specified station.	Journey time as prescribed is allowed as free joining time.
(*ii*)	Period of travel from the specified station to a place outside the Region.	Journey time in excess of 2 days is allowed as additional joining time.

This concession is also admissible when the Government servants return from leave.

2. Leave Travel Concession

(*a*) Government servant who leaves his family behind and does not avail transfer T.A. for the family will have the option to choose—

Either: The existing LTC to Home Town once in a block of two calendar years;

Or: The concession for himself once a year from the station of posting to his Home Town or place where the family is residing, *and in addition* concession for the family (restricted to the spouse and two dependent children only) also to travel once a year from the place of residence to the employee's station of posting.

(*b*) In addition, Government servants and families posted in the Region will be entitled to LTC on two additional occasions during their entire service career as ''Emergency Passage Concession'' and intended to enable them and families (spouse and two dependent children) to travel to their Home Town or station of posting in an emergency. These additional passages will be admissible by the entitled mode and class of travel as for normal LTC.

(*c*) **Travel by air.**— Officers drawing pay of Rs. 13,500 and above and their families (spouse and two dependent children — up to 18 years for boys and 24 years for girls) may perform the above LTC journeys by air as below—

	Officers posted in	Between stations
(*i*)	North-Eastern Region	Imphal/Silchar/Agartala/ Aizwal/ Lilabari and Kolkata
(*ii*)	Andaman and Nicobar Islands	Port Blair and Kolkata/ Chennai
(*iii*)	Lakshadweep	Kavaratti and Kochi.

3. Tenure

(*a*) **Fixed Tenure**—

(*i*)	For staff with service of 10 years or less	Three years
(*ii*)	For staff with more than 10 years of service	Two years

Period of leave, training, etc., in excess of 15 days per year will be excluded in counting the tenure period. However, the period may be extended in exceptional cases in exigencies of public service or when the employee concerned is prepared to stay longer. Deputation allowance will be admissible during the extended period also.

(*b*) **Station of choice on completion of tenure.**— On completion of the fixed tenure, officers may be considered for posting to a station of their choice as far as possible.

4. Weightage for promotion, etc.

(*a*) Eligible officers shall be given due recognition in the matter of—

(*i*) promotion in cadre posts;

(*ii*) deputation to Central tenure posts; and

(*iii*) courses of training abroad.

(*b*) The general requirement of at least three years' service in a cadre post between two Central tenure deputations may be relaxed to two years in cases of meritorious service.

(*c*) **Entry in CR.**—A specific entry shall be made in the CR of all employees who render full tenure of service.

5. Children's Education Allowance/Hostel Subsidy

If the children do not accompany the employee, CEA will be admissible up to class XII to children studying at the last station of posting or any other station where they reside. If such children are put in hostels, Hostel Subsidy will be admissible without other restrictions. The concession is admissible to the officials transferred from one place to another within the North-Eastern Region also.

6. Benefit of Two HRAs

Central Government employees posted to the specified States/Union Territories from outside the N-E Region who are keeping their families in rented houses or in their own houses at the last place of posting outside the N-E Region, will be entitled to HRA admissible to them at the old station, and also at the rates admissible at the new place of posting in case they live in hired private accommodation irrespective of whether they have claimed transfer T.A. for family or not subject to the condition that hired private accommodation or owned house at the last station of posting is put to bona fide use of the members of the family. These concessions are admissible also to those posted to Andaman and Nicobar Islands and Lakshadweep.

Those employees who have not been posted to the N-E Region *from outside the* N-E Region are not entitled to this benefit.

7. Retention of Quarters/Telephone

(*a*) Government accommodation.—The facility of retention of Government accommodation will continue to be available. Licence Fee will be charged at normal rates whether the accommodation retained is the entitled type or below the entitled type. The facility of retention will be admissible for three years beyond the normal permissible period of retention.

(*b*) Residential telephone in the last station.—Residential telephone at the last station will be allowed to be retained on the condition that the rental and all other charges are paid by the officer concerned.—*Appendix*-9.

8. Special Allowances

(*a*) Special Compensatory (Remote Locality) Allowance.— Please *see* Section 6.

(*b*) Special (Duty) Allowance/Island Special Allowance.—Employees who have All India Transfer Liability on posting to (*i*) any station in the North-Eastern Region comprising the States of Assam, Meghalaya, Manipur, Nagaland, Tripura, Arunachal Pradesh, Sikkim and Mizoram will be granted Special (Duty) Allowance, and (*ii*) any station in the Island Territories of Andaman, Nicobar and Lakshadweep will be granted Island Special Allowance. (*For rates and conditions governing the grant of these allowances* see *under 'Compensatory Allowances' in Section* 6).

24

Conduct Rules

[Swamy's — CCS (Conduct) Rules]

1. Do's and Don'ts — for you

Do's.—

1. Maintain absolute integrity at all times.
2. Maintain absolute devotion to duty to all times.
3. Those holding responsible posts — maintain independence and impartiality in the discharge of your duties.
4. Maintain a responsible and decent standard of conduct in private life.
5. Render prompt and courteous service to the public.
6. Observe proper decorum during lunch break.
7. Report to superiors the fact of your arrest or conviction in a Criminal Court and the circumstances connected therewith, as soon as it is possible to do so.
8. Keep away from demonstrations organized by political parties in the vicinity/neighbourhood of Government offices.
9. Maintain political neutrality.
10. Manage private affairs in such a way as to avoid habitual indebtedness or insolvency.
11. If any legal proceedings are instituted for the recovery of any debt due from you or for adjudging you as an insolvent, report the full facts of such proceedings to the Competent Authority.
12. Act in accordance with Government policies.
13. Observe courtesy and consideration to Members of Parliament and State Legislatures.

Don'ts.—

1. Do not make joint representations in matters of common interest.
2. Do not indulge in acts unbecoming of a Government servant.
3. Do not be discourteous, dishonest and partial.
4. Do not adopt dilatory tactics in your dealings with the public.

5. Do not convey oral instructions to subordinates. (If done for unavoidable reasons, confirm them in writing as soon as possible.)
6. Do not practise untouchability.
7. Do not associate yourself with any banned organizations.
8. Do not join any association or demonstration whose objects or activities are prejudicial to the interest of the sovereignty and integrity of India, public order or morality.
9. Do not give expression to views on Indian or foreign affairs, while visiting foreign countries.
10. Do not get involved in unauthorized communication of any official document or information.
11. Do not join or support any illegal strike.
12. Do not enter into any private correspondence with Foreign Embassies or Missions/High Commissions.
13. Do not accept lavish or frequent hospitality from any individual, industrial or commercial firms, organizations, etc., having official dealings with you.
14. Do not accept any offer of the cost of passage to foreign countries or hospitality by way of free board and lodging there, if such offers are from foreign firms contracting with Government.
15. Do not accept invitations to you and members of your family for free inaugural flights offered by Air India, Indian Airlines Corporation or Foreign Airliners.
16. Do not give or take or abet giving or taking of dowry or demand any dowry directly or indirectly from the parent or guardian of a bride or bridegroom.
17. Do not accept any gift from any foreign firm which is having official dealings.
18. Do not engage yourself in canvassing business of Life Insurance Agency, Commission Agency or Advertising Agency owned or managed by the members of your family.
19. Do not lend money to or borrow money from or deposit money as a member or agent, with any person, firm or private company with whom you are likely to have official dealings. Do not otherwise place yourself under pecuniary obligation with such person, firm or private company.
20. Do not approach your subordinates for standing surety for loans taken from private sources either by you/your relations/ friends.
21. Do not undertake private consultancy work.
22. Do not speculate in any stock, share or other investment.

23. Do not purchase shares out of the quota reserved for friends and associates of Directors of Companies.
24. Do not bid at any auction of property where such auction is arranged by your own officers.
25. Do not stay as guest with Foreign Diplomats or foreign nationals in India.
26. Do not invite any Foreign Diplomat to stay with you as your guest in India.
27. Do not accept or permit your wife or dependants to accept passage money or free air transport from a Foreign Mission/Government or Organization.
28. Do not bring any political influence in matters pertaining to your service.
29. Do not consume any intoxicating drinks or drugs while on duty.
30. Do not appear in public place in a state of intoxication.
31. Do not indulge in any act of sexual harassment of any woman at her work place.
32. Do not employ children below 14 years of age.
33. Do not accept award of monetary benefits instituted by Private Trusts/Foundations, etc.

2. Acts, conduct and commissions which amount to misconduct

[Swamy's — CCS (Conduct) Rules]

The following acts, conduct and commissions of a Government servant amount to misconduct:—

1. If the act or conduct is prejudicial or likely to be prejudicial to the interests of the master or to the reputation of the master.
2. If the act or conduct is inconsistent or incompatible with the due or peaceful discharge of his duty to his master.
3. If the act or conduct of a servant makes it unsafe for the employer to retain him in service.
4. If the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted.
5. If the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee.
6. If the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly.
7. If the servant is abusive or if he disturbs the peace at the place of his employment.

8. If he is insulting and insubordinate to such a degree as to be incompatible with the continuance of the relation of master and servant.
9. If the servant is habitually negligent in respect of the duties for which he is engaged.
10. If the neglect of the servant, though isolated, tends to cause serious consequences.
11. Wilful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior.
12. Infidelity, unfaithfulness, dishonesty, untrustworthiness, theft and fraud, or dishonesty in connection with the employer's business or property.
13. Strike, picketing, gherao, striking work or inciting others to strike work in contravention of the provisions of any law, or rule having the force of law.
14. Gross moral misconduct, acts subversive of discipline, riotous or disorderly behaviour during working hours at the establishment or any act subversive of discipline.
15. Riotous and disorderly behaviour during and after the office hours or in office premises.
16. Habitual late attendance.
17. Negligence or neglect of work or duty amounting to misconduct—Habitual negligence or neglect of work.
18. Habitual absence without permission and overstaying leave.
19. Conviction by a Criminal Court.

NOTE.—The terms 'servant' and 'master' have been used in Court judgments to indicate the relationship between a subordinate Government servant and his superiors in the hierarchy of all Central Government Offices.— *Rule* 3, *GID* (23).

3. Activities requiring permission/sanction

[Swamy's — CCS (Conduct) Rules]

Prior permission/sanction of the prescribed authority is necessary—

1. To join educational institution or course of studies for University degree.— *Rule* 3, *GID* (4).
2. To join Civil Defence Service.— *Rule* 3, *GID* (7).
3. To enrol as member of St. John Ambulance Brigade.— *Rule* 3, *GID* (8).
4. To join Territorial Army.— *Rule* 3, *GID* (10).
5. To join Home Guards Organization.—*Rule,* 3, *GID* (9).
6. To join foreign language classes conducted by Indo-Foreign Cultural Organization.— *Rule* 5, *GID* (14).

7. To own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication or electronic media.— *Rule* 8 (1).

8. To give evidence in connection with any enquiry conducted by any person, committee or authority.

   Exception—

   (*i*) Giving evidence at an enquiry before an authority appointed by Government, Parliament or a State Legislature; or

   (*ii*) Giving evidence in any judicial enquiry; or

   (*iii*) Giving evidence at any departmental enquiry ordered by authorities subordinate to the Government.—*Rule* 10 (1) & (3).

9. To ask for or accept contributions to or otherwise associate himself in the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.— *Rule* 12.

10. To accept gifts from near relatives and personal friends, when the value exceeds prescribed limits.— *Rule* 13 (2), (3) & (4).

11. To accept membership of Book Clubs run by Foreign Agencies.— *Rule* 13, *GID* (8).

12. To receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government servant.

    Exception—

    (*i*) To take part in informal farewell entertainment held on occasions like retirement or transfer.

    (*ii*) To attend and speak at functions and ceremonies performed by others in respect of purely non-political or cultural institutions.— *Rule* 14, *GIO* (1).

13. To engage directly or indirectly in any trade or business, or hold an elective office, or canvass for a candidate for an elective office, in any body, or canvass in support of any business of insurance agency, commission agency, etc., owned or managed by any member of his family.— *Rule* 15 (1).

14. To accept fee for work done for any private or public body or person.— *Rule* 15 (4).

15. Acceptance of a part-time lecturership in an educational institution which is in the nature of a regular remunerative occupation.— *Rule* 15, *GID* (2).

16. To enrol himself as an Advocate with the Bar Association (subject to the condition that the Government servant does not engage himself in the legal profession so long as he continues in Government service).— *Rule* 15, *GID* (12).

17. To accept remuneration for services rendered regularly to co-operative societies.—*Rule* 15, *GID* (4).

18. To undertake medical practice during spare time on purely charitable basis, if registered as a practitioner in any system of medicine.—*Rule* 15, *GIDs* (9) & (13).

19. To enter into negotiations with private firms to secure commercial employment even while in service.—*Rule* 15, *GID* (10).

20. To acquire or dispose of any immovable property either directly or through Power of Attorney by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, if the above transaction is with a person having official dealings with the Government servant.— *Rule* 18 (2) *and Rule* 18, *GID* (28).

21. To enter into transactions in movable property, if its value exceeds prescribed limits and if the transaction is with a person having official dealings with the Government servant.— *Rule* 18 (3).

22. (*a*) To acquire by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family any immovable property situated outside India.

    (*b*) To dispose of, by sale, mortgage, gift or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or held by him either in his own name or in the name of any member of his family.

    (*c*) To enter into any transaction with any foreigner, foreign Government, foreign organization or concern—

    (*i*) For the acquisition, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family of any immovable property.

    (*ii*) For the disposal of, by sale, mortgage, gift or otherwise, or the grant of any lease in respect of immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.—*Rule* 18-A.

23. To have recourse to any Court or to the press for the vindication of any official act which has been the subject-matter of adverse criticism or an attack of a defamatory character.— *Rule* 19 (1).

24. To stay with Foreign Diplomats and foreign nationals abroad.—*Para.* 10, *Appendix*-III.

25. To be members of or actively participate in the activities of Indo-Foreign Cultural Organizations.— *Para.* 15, *Appendix*-III.

26. In the case of pensioners who, immediately before retirement, were Group 'A' Officers, to accept any commercial employment before the expiry of two years from the date of retirement.— *Rule* 10 (1), *CCS* (*Pension*) *Rules*.

In the case of Items 8, 9, 20, 21, 22 and 23 above, if the permission sought for is not refused within the time-limit specified below, a Government servant is free to assume that the permission sought for has been granted.

Item No.	Time-limit
20, 21	30 days.
22	60 days.— *Rule* 8, *GID*.
23	3 months.— *Rule* 19 (1).

4. Activities not requiring permission/sanction

[Swamy's — CCS (Conduct) Rules]

In the following cases, permission of the prescribed authority is not necessary:—

1. To seek redress in Courts of Law or in Central Administrative Tribunals of grievances arising out of employment or conditions of service.— *Rule* 3, *GID* (11).
2. To participate during spare time in 'Shramdhan' organized by Government Departments or Bharat Sewak Samaj.— *Rule* 3, *GID* (6).
3. To become members of Samyuktha Sadhachar Samithi.— *Rule* 5, *GID* (13).
4. To publish a book himself or through a publisher, in the bona fide discharge of his duties.— *Rule* 8 (2).
5. To submit Memoranda before Pay Commissions by individual Government servants in their individual capacity (individual grievances should not be put to the Commission).— *Rule* 10, *GIDs* (3) *and* (4).
6. To participate in Flag Day Collections on a voluntary basis.— *Rule* 12, *GID* (2).
7. To participate in the fund raising efforts of the "National Foundation for Communal Harmony".—*Rule* 12, *GID* (5).
8. To undertake honorary work of a social or charitable nature.—*Rule* 15 (2).
9. To undertake occasional work of a literary, artistic or scientific character.— *Rule* 15 (2).
10. To participate in sports activities as an amateur.— *Rule* 15 (2).
11. To take part in the registration, promotion or management (not involving the holding of an elective office) of a literary, scientific or charitable society or of a club or similar organization or a co-operative society substantially for the benefit of Government servants.— *Rule* 15 (2).

5. Unauthorized absence — Break in service

[Swamy's — FR & SR, Part – I]

1. Wilful absence from duty not covered by grant of leave will be treated as *dies non* for all purposes, viz., increment, leave and pension. Such absence without leave standing singly and not in continuation of any authorized leave of absence will constitute an interruption in service entailing forfeiture of past service for the purpose of pension and requires condonation by the Appointing Authority for counting past service for pension. Condonation of such break for pension should be considered *suo motu* and cannot be refused as a matter of course, except in exceptional and grave circumstances.

2. Unauthorized absence after leave, will be debited against his half pay leave account, excess, if any, being treated as extraordinary leave. However, he will not be entitled to any leave salary.

3. All cases of unauthorized absence from duty or in continuation of leave, will render a Government servant liable to disciplinary action, treating it as misconduct.

4. Unauthorized absence will be deemed to cause an interruption or break in service with attendant disabilities—

(*a*) During a strike — declared illegal — of employees working in industrial establishments.

(*b*) Acting in combination or in concerted manner, such as during a strike of other employees.

(*c*) Remaining absent unauthorizedly or deserting of post — by an individual employee.

''Strike'' includes a general, token, sympathetic or similar strike and participation in a bandh or similar activities.

5. Order on break in service is to be invoked under FR 17-A after issuing notice and hearing representation, if any.

6. Disabilities: Ineligibility to LTC, to appear in departmental examinations if prescribed minimum continuous service is affected by the order.

7. The order will not affect special pay and special allowances and promotion through DPC.

8. The Appointing Authority will act on the representation for condonation of break in service in the light of the guidelines prescribed. The fact that break in service has not been condoned for FR 17-A disabilities, should and need not influence adversely in deciding the question of condonation for pension.

9. *Dies non*.— Only individual cases of unauthorized absence from duty, which is not in pursuance of concerted action by a group of employees acting in combination, is to be treated as *dies non*. *Dies non* does not constitute break in service, but only the days treated as *dies non* are not counted as duty for any purpose.— *Rule* 27, *CCS* (*Pension*) *Rules, FR* 17-*A & GID thereunder;*

Rule 25, *CCS* (*Leave*) *Rules, & GIDs thereunder & Chapter* 7, *CCS* (*CCA*) *Rules.*

6. Government servants and politics

[Swamy's — CCS (Conduct) Rules]

Activities considered objectionable.—1. To be a member of any political party or organization taking part in politics.

2. To be a member or otherwise associated with or having connection with any banned organization and other extremist left parties.

3. Taking part in, subscribing in aid of, or assisting in any way, any political movement in India relating to Indian affairs.

4. Attending meetings organized by political parties not in the nature of a public meeting and held contrary to any prohibitory order or without permission.

5. Taking active part in holding rallies in support of any political party by arranging for crowds and arranging transport for bringing crowds.

6. Getting mixed up with demonstrations organized by political parties held in or passing through the vicinity of the Government office.

7. Speaking at or taking active or prominent part in organizing or conducting meetings of any political party.

8. Proposing or seconding the nomination of a candidate at an election.

9. Canvassing or otherwise interfering with or using his influence in connection with or taking part in an election to any legislature or local body.

10. Acting as election agent, polling agent or counting agent of a candidate at election.

11. Displaying on his person, vehicle or residence of any electoral symbol in connection with an election.

12. A Government servant should endeavour to prevent any member of his family from taking part in, subscribing in aid of, or assisting in any other manner any movement or activity which is (or tends to be directly or indirectly) subversive of the Government. If he is unable to do so, he should make a report to that effect to the Government.

Activities which are permitted.—1. In due performance of a duty imposed on him, making normal arrangements during election tours of Ministers to enable them to carry out their responsibilities as Ministers.

2. Exercising his right to vote in an election. He should not give any indication of the manner in which he proposes to vote or has voted.

3. Participating with due permission in the activities of non-official and non-political organizations not interfering with due discharge of his official duties.

4. Occasional attendance in political meetings.— *Rule* 5 *and GIDs.*

7. Property Transactions

[Swamy's — CCS (Conduct) Rules]

1. Transactions by Government servant out of own funds.— (*i*) *Immovables.*—When a Government servant acquires, or disposes of any immovable property or through Power of Attorney, directly by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family, he should give prior intimation to the prescribed authority regarding such transactions.

(*ii*) *Movables.*—Any transaction in movable property by the Government servant either in his own name or in the name of any member of his family should be reported to the prescribed authority within one month of such transaction, if the value of such property exceeds—

(*a*) Rs. 15,000 in the case of Group 'A'/Group 'B' Officers, or

(*b*) Rs. 10,000 in the case of Group 'C'/Group 'D' employees.

In both the cases, if the transaction is with a person having official dealings with the employee, previous sanction of the prescribed authority is necessary.—*Rule* 18 (2) & (3).

Movable property includes—

(*a*) Jewellery.

(*b*) Insurance Policies, the annual premia of which exceeds Rs. 10,000 or $\frac{1}{6}$ th of the total annual emoluments of the official (whichever is less).

(*c*) Shares, Securities and Debentures.

(*d*) Loans advanced or taken by such employees, whether secured or not.

(*e*) Motor cars, motor cycles and other means of conveyance, and

(*f*) Radios, television sets, radiograms and refrigerators.— *Explanation, Rule* 18.

NOTE.— In addition, if the total transactions in shares, securities, debentures, mutual funds, etc., during a calendar year exceed Rs. 50,000 by a Group 'A'/'B' officer and Rs. 25,000 in the case of a Group 'C'/'D' employee, intimation is to be sent to the prescribed authority.— *Rule* 18, *GID* (27).

Prescribed authority.—The Head of Department for Group 'A' and Group 'B' Officers, and Head of Office for others.— *Explanation to Rule* 18 & *GID* (15).

2. Transactions of family members.— Transactions entered into by the family members of a Government servant out of their own funds (including stridhan, gifts, inheritance, etc.) in their own names, need not be reported to Government (such transactions do not attract Conduct Rules).—*Rule* 18, *GID* (8), *Para*. 2 (*ii*).

3. Annual property returns, by 31st January.— Group 'A' and Group 'B' Officers shall submit an annual return "as on 31st December" every year giving full particulars of immovable property inherited/owned/acquired/held by them on lease or mortgage either in their own name, or in any of their family member's name, or in any other person's name. If there is no change, in any year, it is enough if an entry "No change" or "same as last year" is made in the return.—*Rule* 18 (1) (*ii*) & *GID* (16).

4. Transactions with foreigners or in property outside India.— Transaction in immovable property situated outside India and transaction in immovable property with any foreigner/foreign Government/foreign organization/foreign concern require previous sanction of the prescribed authority whether the transaction is in the official's name or in any of his family member's name.— *Rule* 18-A.

5. Construction of house.— Construction of a house amounts to acquisition of immovable property for which intimation/sanction, is required. This is independent of sanction of Government loan. Same is the case where the expenditure incurred on repairs or minor construction work in respect of any house is estimated to exceed Rs. 10,000.—*Rule* 18, *GID* (4).

6. Time-limit for permission.— If the prescribed authority does not communicate/refuse its sanction within sixty days of the receipt of the request in respect of cases covered by 4 above and within thirty days in all other cases, the official is free to assume grant of sanction.—*Rule* 8, *GID*.

7. Punitive action.—Non-furnishing of returns in time or furnishing wrong information will be 'good and sufficient reason' for taking disciplinary action against the officer.—*Rule* 18, *GID* (22).

8. Acceptance of Gifts

[Swamy's — CCS (Conduct) Rules]

1. General order.— Government servants should not accept or permit any member of his family or any other person acting on his behalf to accept any gift except in certain cases.

2. Exception.— (*a*) *When report necessary.*— Customary gifts may be accepted from near relatives and personal friends having no official dealings on occasions such as weddings, anniversaries, funerals, or religious functions. In such cases, the Government servant should report to the Government if the value of the gift exceeds the following limits:—

Cadre	From near relatives and from personal friends having no official dealings
Group 'A'	Rs. 5,000
Group 'B'	Rs. 3,000
Group 'C'	Rs. 1,000
Group 'D'	Rs. 500

— *Rule* 13 (2).

(*b*) *When sanction necessary.*— In any other case, including from any firm other than those referred to in Item 4 below, if the value of the gift exceeds Rs. 1,000 in respect of Group 'A'/Group 'B' Officers and Rs. 250 in respect of Group 'C'/Group 'D' officers, it should not be accepted except with the sanction of the Government.— *Rule* 13 (3).

If the sanction sought for is not refused within 30 days, it may be assumed that the sanction sought for has been granted.— *Rule* 8, *GID.*

3. From foreign dignitaries.— Government servants, being members of Indian delegation or otherwise, may receive and retain gifts from foreign dignitaries if the market value of gifts received on one occasion does not exceed Rs. 1,000. Acceptance and retention of gifts in all other cases, is to be regulated by the instructions on the subject.— *Rule* 13 (4).

4. From foreign firms.— Government servants should not accept any gift from any foreign firm which is either contracting with the Government or is one with which they had, have or likely to have official dealing.— *Rule* 13 (5).

5. Gift.— Gift includes free transport, boarding, lodging, or other service or any other pecuniary advantage provided by any person other than a near relative or personal friend having no official dealings with the Government servant.—*Rule* 13 (1), *Explanation.*

6. From Private Trusts.—Government servants should not accept any awards of monetary benefits instituted by Private Trusts/Foundations.—*Rule* 14, *GID* (2).

9. Restrictions regarding marriage

[Swamy's — CCS (Conduct) Rules]

1. Before appointment.— Bigamous marriage being a disqualification, the following persons are ineligible for appointment under Government:—

(*a*) Who has entered into or contracted a marriage with a person having a spouse living; or

(*b*) Who, having a spouse living, has entered into or contracted a marriage with any person.

Prescribed declaration in this regard is required to be obtained from every new entrant to Government service.

A person will be exempted from the above restrictions only if Government is satisfied that such a marriage is permissible under the personal law applicable to such a person and the other party to the marriage and there are other grounds for so doing.

2. After appointment.— Similar restrictions continue even after appointment in Government service. A Government servant should not—

(*a*) enter into or contract a marriage with a person who has already a living spouse; or

(*b*) enter into or contract a marriage with any person if the Government servant has a spouse living.

3. If an employee not governed by the Hindu Marriage Act, desires to contract a marriage while the spouse is living, he has to apply to the Government for permission to marry either under the personal law applicable to him or on other grounds. Such applications will be scrutinized by the Competent Authority as to the adequacy of the grounds for allowing an exception to Government's general policy and orders issued.

4. Any employee, governed by the Hindu Marriages Act, whose spouse is living cannot enter into or contract a second marriage unless the earlier marriage is terminated by means of divorce obtained from a competent Court of Law. Even a marriage which is legally null and void by reason of there being a spouse living at the time of the marriage, would disqualify the person concerned for appointment to/continuation in Government service.

5. A divorcee need not seek permission to contract a second marriage with a divorcee or a person having no spouse living.

6. When a Government servant marries or is married to a foreign national, the fact should be intimated to the Government.— *Rule* 21 & *GIDs* (1) & (2).

10. Dowry

[Swamy's — CCS (Conduct) Rules]

1. Dowry prohibited.—A Government servant shall not—

(*a*) give or take or abet the giving/taking the dowry.

(*b*) demand any dowry directly or indirectly from the parent or guardian of a bride/bridegroom.— *Rule* 13-A.

2. "Dowry" defined.—Dowry means any property or valuable security given or agreed to be given either directly or indirectly—

(*a*) by one party to a marriage to the other party; or

(*b*) by the parents of either party to a marriage or by any other person to either party to the marriage or to any other person at or before or any time after the marriage in connection with the marriage.

It does not include dower or mahar under the Muslim personal law.— *Section* 2, *Dowry Prohibition Act,* 1961 (*Act* 28 *of* 1961).

"Valuable Security" denotes a document which is or purports to be a document whereby any legal right is created/extended/transferred/restricted/extinguished/released or whereby any person acknowledges that he lies under legal liability or has not a certain legal right.— *Section* 30, *Indian Penal Code* (45 *of* 1860).

3. Wedding Gifts.—Voluntary gifts given at the time of marriage to the bride/bridegroom are permissible; but a signed list of such presents should be maintained. The presents should be of a customary nature and their value should be commensurate with the financial status of the giver.— *Section* 3 (2) *of Dowry Prohibition Act,* 1961.

4. Consequences of violation.—Any violation of the Dowry Prohibition Act by a Government servant will constitute a good and sufficient reason for instituting disciplinary proceedings against him, in addition to such legal action as may be taken against him in accordance with the provisions of the Act.

5. Dowry Death.— If a Government servant is involved in a case of ''Dowry Death'', it is a serious offence. For action to be taken, *see* under the subject ''Suspension'' in the Chapter ''Discipline Rules''.

11. Sexual Harassment of working women

[Swamy's — CCS (Conduct) Rules]

1. Sexual Harassment defined.— Unwelcome sexually determined behaviour, whether directly or by implication, such as:—

1. Physical contact and advances.
2. Demand or request for sexual favours.
3. Sexually coloured remarks.
4. Showing pornography.
5. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

2. Unbecoming of a Government servant.—Any act of sexual harassment of women employees attracts the provisions of Rule 3 (1) (*iii*) of Conduct Rules as an act unbecoming of a Government servant and amounts to misconduct.

3. Criminal Proceedings.— If such an act of sexual harassment amounts to any specified offence under the Indian Penal Code or under any other law, complaint should be made to the appropriate authority for taking criminal action for such misconduct.

4. Complaint Mechanism.—An appropriate complaint mechanism should be created in every organization for redress of such complaints and time-bound treatment of the complaints should be ensured. Victims or witnesses should not be victimized or discriminated against while dealing with such cases.

5. Request Transfer.—The victims of sexual harassment have the option to seek transfer of the perpetrator or their own transfer.— *Rule* 3-C.

12. Assistance to Government servants in legal proceedings

[Swamy's — CCS (Conduct) Rules]

1. Matters unconnected with official duties.— Government will not give any financial assistance to a Government servant in the conduct of any legal proceedings on matters not connected with his official position or duties.

2. Matters connected with official duties.— Government assistance will, however, be admissible in the conduct of legal proceedings instituted against him or by him regarding matters connected with his official position or duties, to the following extent:—

(*i*) *Cases filed by Government against the Government servant.*— No assistance is admissible in such proceedings — civil or criminal. In case the proceedings conclude in the employee's favour, reimbursement of the whole or any reasonable proportion of the expenses will be considered by the Government, if it is satisfied that he was subjected to the strain of the proceedings without proper justification.

(*ii*) *Cases filed by private parties against the Government servant.*— If it is considered in public interest that Government itself should arrange for the conduct of the proceedings, it may do so, on the Government servant agreeing to it. Otherwise, reimbursement to the Government servant of reasonable cost incurred by him in conducting his defence will be considered by the Government, not merely if the proceedings conclude in his favour but on consideration how far the Court has vindicated the acts of the Government servant. An interest-free advance equal to his substantive pay for three months and advance from his GPF are, however, admissible, for the purpose of his defence.

(*iii*) *Cases filed by a Government servant on his being required to vindicate his official conduct.*— Interest-free advance will be sanctioned to him for the purpose. The extent of reimbursement by the Government will be decided considering to what extent the Court has vindicated the acts of the Government servant in the proceedings.

(*iv*) *Cases filed by a Government servant to vindicate his conduct requiring prior sanction of Government.*— In deserving cases, Government will sanction interest-free advance for the conduct of the proceedings; but no part of the expenses will be reimbursed by the Government even if the Government servant succeeds in the proceedings.

If permission sought for is not refused within 3 months, the Government servant is free to assume that the permission sought for has been granted.

(*v*) *In a civil suit where both the Government servant and the Government are impleaded.*— The Government servant for his liability to damages for negligence in discharge of official duties of civil nature and the Government for its vicarious liability — if the defence is substantially the same for both—Government will arrange for its employee's defence also.

(*vi*) *Cases filed against the Government servant by another Government servant in respect of matters connected with the former's official position/duties.*— Same as at Item (*ii*) above. This will not apply if he is impleaded as co-respondent in suits against the Government in regard to conditions of service, seniority, etc.— *Rule* 19, *GID* (1), *Appendix*-I & *Rule* 8, *GID* (1).

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Discipline Rules

1. Warning / Admonition / Reprimand

[Swamy's — Compilation on Confidential Reports]

1. There may be occasions when a superior officer may find it necessary to criticize adversely his subordinate's work or call for an explanation bringing the defects to the notice and giving him an opportunity to explain. If the lapse is not serious enough, like negligence, carelessness, lack of thoroughness, etc., to justify the imposition of the formal punishment of censure, but calls for some formal action such as the communication of a written warning/admonition/reprimand, it may be administered and a copy of such a warning, etc., should be kept in the personal file of the subordinate.

2. Written warning, admonition or reprimands should not be administered or placed on record unless the authority is satisfied that there is good and sufficient reason to do so.

3. If in the reporting officer's opinion, despite the warning, etc., the official concerned has not improved, he may make appropriate mention against the relevant column in the Confidential Report. This will constitute an adverse entry and requires to be communicated.

4. Where a copy of the warning is also kept in the Confidential Report Dossier, it will be taken to constitute an adverse entry and the officer concerned has the right to represent against the same.

5. Warning should not be issued as a result of regular disciplinary proceedings. If it is found that some blame attaches to the official, then the penalty of censure at least should be imposed.

6. Warning is not a punishment and cannot be equated to a formal censure.—*Para*. 19.

2. Disciplinary Proceedings

[Swamy's — CCS (CCA) Rules]

The procedure to be followed in disciplinary cases against Government servants is laid down in detail in the CCS (CCA) Rules.

1. Penalties.—The following are the penalties that may be imposed on a Government servant:—

Minor Penalties.—

(*i*) Censure;

(*ii*) Withholding of promotions;

(*iii*) Recovery from pay of the whole or part of any pecuniary loss to Government caused by the official's negligence or breach of orders;

(*iii-a*) Reduction to a lower stage in the time-scale of pay for a period not exceeding three years, without cumulative effect and not adversely affecting his pension;

(*iv*) Withholding of future increments of pay.

Major Penalties.—

(*v*) Reduction to a lower stage in the time-scale of pay other than (*iii-a*);

(*vi*) Reduction to a lower time-scale of pay, grade, post or service;

(*vii*) Compulsory retirement;

(*viii*) Removal from service;

(*ix*) Dismissal from service.— *Rule* 11.

2. Inquiry Mandatory.— Inquiry as laid down in the CCS (CCA) Rules should be held in the following cases:—

1. To impose any of the major penalties (in respect of those charges which are not accepted); or
2. In minor penalty proceedings, after representation, if it is proposed—
   (*a*) to withhold increment for a period exceeding three years; or
   (*b*) to withhold increment with cumulative effect for any period; or
   (*c*) to withhold increment which is likely to affect adversely the pension admissible to the official; or
3. When the Disciplinary Authority decides that an inquiry should be held, even though proceedings have been initiated for imposition of minor penalties only.— *Rules* 14 (1) & 16 (1-A).

3. Procedure — Major Penalties.—

1. The charged official should be served with a charge-sheet together with a statement of imputations of misconduct or misbehaviour and reasonable time and opportunity given to him to reply to the charges or to be heard in person.
2. Inquiry is a must to consider charges refuted by him. It must be conducted by the Disciplinary Authority or an Inquiry Officer appointed by it. It should also appoint a Presenting Officer to present the charges.
3. The delinquent official has a right—
   (*a*) to inspect documents referred to in the annexure to the charge-sheet;
   (*b*) to engage any other serving or retired Government servant to assist him;

(*c*) to engage a legal practitioner, if the Presenting Officer is a legal practitioner. In other cases, the Disciplinary Authority may permit such an engagement, having regard to the circumstances of the case.

4. If at the inquiry the Government servant pleads guilty to any of the article of charge, the Inquiry Officer should record a finding of guilt in respect of those articles and hold inquiry only in respect of the remaining, if any.
5. Government side has the first priority to present the case and produce witnesses and evidence.
6. Delinquent official will be allowed to offer his defence witnesses and evidence.
7. Witnesses on both sides may be examined, cross-examined and re-examined.
8. The defendant may examine himself as a witness in his own behalf, if he so desires. If he has not done so, the Inquiry Officer may generally question him to enable him to properly explain the circumstances cited in the evidence against him.
9. Defence may be in writing or oral. Oral defence will be recorded, got signed and a copy supplied to the Presenting Officer.
10. Thereafter, Inquiry Officer will hear arguments on both sides or take written briefs from both. Presenting Officer's brief will be taken first, copy thereof supplied to the defendant and his reply brief obtained thereafter.
11. Entire proceedings should be recorded in writing, every page to be signed by the respective witness, the defendant and the Inquiry Officer, and copies furnished to the defendant and the Presenting Officer.
12. If the delinquent official does not attend, *ex parte* enquiry may be conducted, observing the procedure in full.
13. On completion, the Inquiry Officer will submit his report and his findings on each article of the charges to the Disciplinary Authority.
14. Disciplinary Authority may accept or disagree (recording reasons for disagreement), record its own findings and make a final order.
15. If the Disciplinary Authority who initiated the case is competent to award only minor penalties, and is of the opinion that major penalty is to be imposed, it should send the entire records and findings without recording any opinion with regard to the imposition of the penalty to the Competent Disciplinary Authority which will record its findings and pass orders as deemed fit.
16. The Disciplinary Authority should forward a copy of the report of the Inquiring Authority together with its tentative reasons for disagreement, if any, with the findings to the Government servant

giving him fifteen days' time to make any representation/submission.

17. The representation, if any, submitted by the Government servant should be considered before passing final orders.— *Rules,* 14, 15 *and GIIs.*

18. Along with the final orders, the Government servant should be supplied with—

    (*i*) a copy of the findings on each article of charge;

    (*ii*) a copy of the advice, if any, given by the UPSC.

    (*iii*) where the Disciplinary Authority has not accepted the advice, a brief statement of reasons for such non-acceptance.— *Rule* 17.

19. Disciplinary Authority should take final decision on the enquiry report within 3 months.

4. Procedure — Minor Penalties.—

1. The Government servant should be given a copy of the charge-sheet with a statement of imputations of misconduct.

2. He should be given reasonable time and opportunity to submit his defence.

3. On receipt of the defence, the Disciplinary Authority may pass appropriate orders, or may hold an inquiry if—

    (*i*) it is of the opinion that such inquiry is necessary, or

    (*ii*) the inquiry is mandatory in view of the punishment proposed.

The procedure for the inquiry will be as for major penalty.— *Rule* 16.

5. When prescribed procedure need not be followed.— Following are the special circumstances where the prescribed procedure for inquiry need not be followed:—

(1) Where a penalty is due to conviction on a criminal charge, or

(2) Where the Disciplinary Authority is satisfied (reasons should be recorded in writing) that it is not reasonably practicable to hold an enquiry in the manner provided, or

(3) Where the President is satisfied that in the interest of the security of the State, it is not expedient to hold an enquiry in the manner provided.

In cases under Category (1), the Disciplinary Authority has to peruse the judgment of the Criminal Court and take into account the gravity of the misconduct committed, its impact on the administration and other extenuating circumstances or redeeming features. Once it is concluded that the Government servant's conduct is blameworthy and punishable, it may impose such penalty as it is competent to do. The penalty should neither be grossly excessive, nor out of proportion to the offence committed or one not warranted by the facts and circumstances of the case.

Regarding Category (2), detailed guidelines have been laid down in this regard. Inquiry should not be dispensed with lightly or arbitrarily or out of ulterior motives or merely in order to avoid the holding of an inquiry or because the Department's case is weak and is, therefore, bound to fail. Further, it is a constitutional obligation that the Disciplinary Authority should record in writing (preferably in the order itself) the reasons for its satisfaction that it was not reasonably practicable to hold the inquiry. The reason, though brief, should not be vague or not just a repetition of the language of the relevant rule.

In both the cases, the Government servant should be given an opportunity of making representation against the penalty proposed— *Rule* 19 *and GIIs.*

6. **If the delinquent Government servant dies** during the pendency of the disciplinary proceedings, the proceedings should be dropped.

3. Appeal, Revision and Review

[Swamy's — CCS (CCA) Rules]

1. Appeal

1. An appeal is one which is preferred to the appropriate Appellate Authority against an order of penalty. Right of appeal has been provided in certain other cases also, like, (*i*) suspension, (*ii*) payment of subsistence allowance during suspension, (*iii*) regulation of pay and allowances for period of suspension and/or unemployment, on reinstatement and (*iv*) withholding/withdrawing pension or part thereof, by an order of the Appointing Authority, when a pensioner is found guilty of grave misconduct or is convicted of a serious crime by a Court of Law. Even supersession in promotion which denies/varies to disadvantage pay, allowances, pension and conditions of service, is appealable.

2. Appeal has to be preferred within forty-five days of receipt of the order appealed against, direct to the Appellate Authority, who may condone delay, if valid reasons are given.

3. The appeal should contain all material statements and arguments on which the appellant relies and should be complete in itself. It should not be in disrespectful or improper language.

4. A copy of the appeal should be sent to the authority who passed the order, who has to forward the same along with the complete records and his comments to the Appellate Authority without any avoidable delay.

5. The Appellate Authority is to consider (*i*) whether procedure laid down in the rules has been complied with and if not, whether such non-compliance has resulted in violation of the provisions of the Constitution/in the failure of justice, (*ii*) whether findings of the Disciplinary Authority are warranted in the circumstances of the case and (*iii*) whether the penalty imposed

is adequate, inadequate or severe. The word "consider" has been held to imply "due application of mind" and the Appellate Authority should pass a speaking order. It is necessary that all the points raised by the appellant are summarized in the order and are also logically discussed to show how they are not tenable or acceptable.

6. In an appeal against a major penalty, if the appellant specifically requests for a personal hearing, taking the assistance of a defence assistant also, this may be granted by the Appellate Authority at its discretion.

7. If the Appellate Authority proposes to enhance the penalty, it can do so only after holding an inquiry if one is required to be held but not held earlier and after issue of a show-cause notice. In cases where an inquiry has already been held, the appellant should be given a reasonable opportunity to represent against the proposed enhanced penalty.

8. In respect of an appeal against any other order, the Appellate Authority may pass such order as it deems just and equitable considering the facts and circumstances of the case.— *Rules* 22 *to* 28 *and GII.*

2. Revision

1. Even after disposal of appeal, or having failed to avail of appeal facility, further departmental remedy is available to an aggrieved official by way of revision.

2. The power of revision is vested with the President, the Comptroller and Auditor-General, the Member (Personnel) Postal Services Board, Adviser (Human Resources Development), Department of Telecommunications, the Head of a Department, the relevant Appellate Authority or any other authority specified in this behalf.

3. In the case of the Appellate Authority, it should convey its intention to revise the orders and call for the records within six months of the date of the order to be revised. No time-limit has been prescribed in respect of others.

4. Revisional Authorities can start the proceedings either on their own motion or "on an application" from the official. Revision proceedings cannot be commenced until after the expiry of the period of limitation for an appeal or the disposal of appeal, if one has been preferred.

5. If the Revisional Authority comes to the provisional conclusion that the punishment awarded is not adequate, he can impose higher penalty only after—

(*a*) issuing show-cause notice to the Government servant and considering his reply thereto; and

(*b*) holding regular inquiry if an enquiry had not been held earlier, if a major penalty is proposed.

6. An application for revision has to be dealt with in the same manner as an appeal.— *Rule* 29 *and GIIs.*

3. Review

The President can make a review of any order passed earlier, including an order passed in revision, when any new fact or material which has the effect of changing the nature of the case, comes to his notice. However, imposing or enhancing of any penalty can be done only after giving the Government servant concerned a reasonable opportunity of making representation and holding of an inquiry, in cases where one is required to be held under the rules but had not been held— *Rule* 29-A.

4. Suspension

[Swamy's — CCS (CCA) Rules]

Suspension is an executive action whereby a Government servant is kept out of duty temporarily pending final action against him for criminal offences or acts of indiscipline, delinquency, misdemeanour, etc.

1. When resorted to.— (*a*) When disciplinary proceedings are contemplated/pending, or when a case in respect of any criminal offence is under investigation, inquiry or trial or when the Government servant is involved in a case of ''dowry death''.

(*b*) The following circumstances may be considered appropriate to place a Government servant under suspension:—

1. When preliminary enquiry supports a prima facie case for initiating criminal/departmental proceedings likely to lead to his conviction, and/or dismissal, removal or compulsory retirement from service.
2. When his continuance in office will prejudice investigation, trial or enquiry, or is likely to seriously subvert discipline or be against wider public interest.
3. When he is suspected to have engaged himself in activities prejudicial to the security of the State.
4. When he is charged with misdemeanour of the following types:—
    - (*i*) Offence or conduct involving moral turpitude;
    - (*ii*) Corruption, embezzlement or misappropriation of Government money, possession of disproportionate assets, misuse of official powers for personal gain;
    - (*iii*) Serious negligence and dereliction of duty resulting in considerable loss to Government; and
    - (*iv*) Refusal or deliberate failure to carry out written orders of superior officers.

(*c*) A Government servant should be placed under suspension immediately if— (*a*) he is arrested in ''Dowry Death'' case, irrespective of the period of detention; or (*b*) the Police report to the Magistrate prima facie indicates that the offence has been committed by the Government servant. —*Rule* 10 (1), *GIIs* (1) & (2), *Chapter* 3.

2. Suspension should not be resorted to.—

(*i*) for petty offences unrelated to morality or official duties; and

(*ii*) when an official is absconding.

3. Deemed suspension.— A Government servant detained in custody on a criminal charge or otherwise, for a period exceeding forty-eight hours or sentenced to a term of imprisonment exceeding forty-eight hours, is deemed to have been placed under suspension. However, issue of formal order of suspension is necessary.— *Rule* 10 (2).

4. Review and Revocation.— To avoid great hardship, suspension should not be unduly prolonged. When it has been decided to institute criminal proceedings against a Government servant in a Court of Law, efforts should be made to file the charge-sheet in a Court within three months. Likewise, in departmental action, the total period of investigation and disciplinary proceedings should not ordinarily exceed six months. The time-limits should be scrupulously observed and the cases reviewed in the interest of public service as well to see whether continuation of suspension is really necessary or it should be revoked and the officer permitted to resume duty.— *Rule* 10 (5), *GII* (10), *Chapter* 3.

5. Authority competent to order/revoke suspension.—The Appointing Authority, any authority to which it is subordinate, the Disciplinary Authority or any other authority empowered in that behalf by the President may place an official under suspension. The suspension can be revoked by the authority, which issued the order of suspension, or by any authority to which it is subordinate.— *Rules* 10 (1) & 10 (5) (*c*).

6. Headquarters during suspension.—The suspended officer's station of posting immediately before suspension. At his request it can be changed, provided the change does not involve any expenditure or create other complications.— *Rule* 10, *GII* (9), *Chapter* 3.

7. Appeal against suspension.—Though suspension is not a statutory penalty, the Government servant can prefer an appeal against an order of suspension within forty-five days of service of the order if from the order itself he becomes aware of the reasons leading to his suspension. If the reasons could not be ascertained from the order itself, the appeal can be preferred within forty-five days from the date of receipt of charge-sheet or communication intimating the reasons for suspension, whichever is earlier. The Appellate Authority is to consider whether in the light of the provisions of the rule and the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order.— *Rules* 23 (*i*) & 27 (1) *and GII* (11), *Chapter* 3.

8. Treatment of suspension, if, in its duration, the Government servant—

(1) *Dies.*— Suspension order abates and the period is treated as duty. Pay and allowances and retirement/leave encashment benefits are admitted under normal rules.—*FR* 54-*B* (2).

(2) *Attains age of superannuation.*— He is provisionally pensioned off, but retirement gratuity to be paid only after conclusion of the proceedings depending upon the effect of the final order.—*Rule* 69, *CCS* (*Pension*) *Rules.*

(3) *Seeks Voluntary Retirement.*— Permissible with prior approval of Appointing Authority.— *FR* 56 (*k*), *Proviso* (*c*).

(4) *Submits Resignation.*— Competent Authority should examine merits of the case and decide if acceptance of resignation would be in public interest.—*GII* (14), *Chapter* 3.

5. Subsistence Allowance

[Swamy's — FR & SR, Part-I and CCS (CCA) Rules]

1. Quantum payable.— A suspended official is entitled for the first three months of suspension to Subsistence Allowance of an amount equal to leave salary on half pay, with Appropriate Dearness and Compensatory Allowances.—*FR* 53 (1).

2. First Review for increase/decrease.— The Suspending Authority has to review, and pass necessary orders in sufficient time before expiry of the first three months. The allowance may be increased by a suitable amount not exceeding 50% of the initial sum, if the suspension is prolonged due to reasons not directly attributable to the Government servant. It may be decreased in the same manner if the Government servant is held to be responsible for the prolongation. If it is not varied either way, the circumstances under which such a decision was taken should be recorded.—*FR* 53 (1).

3. Subsequent reviews.— It is open to the Competent Authority to make further reviews at any time if the circumstances warrant and pass appropriate orders.—*FR* 53, *GIO* (3).

4. Certificate of non-employment.— Subsistence Allowance can be paid only if the suspended official furnishes a certificate every month that he was not engaged in any other employment, business, profession or vocation and cannot be denied on any other ground.— *FR* 53 (2).

5. Appeal against revision of allowance.— The suspended official may appeal if he is not satisfied with the increase/decrease allowed and the Appellate Authority after considering all the circumstances may pass just and equitable orders.— *Rules* 23 (*v*) (*d*) & 27 (3), *CCS* (*CCA*) *Rules.*

6. Recovery from Subsistence Allowance.—

Obligatory.— Repayment of loans and advances taken, contributions to CGHS and Group Insurance, house rent and allied charges and income tax.

With the official's written consent.— PLI Premia, Co-operative Stores/ Societies dues, refund of GPF advances.

Not enforceable.— GPF subscriptions, Court attachment dues and recovery of loss to Government.— *FR* 53, *GIO* (4) & *CCS* (*CCA*) *Rules, Chapters* 3 & 4.

6. Reinstatement

[Swamy's — FR & SR, Part-I and CCS (CCA) Rules]

1. Circumstances of reinstatement in service of an official after suspension/compulsory retirement/removal/dismissal—

(*a*) If detention in Police custody, erroneous or without basis, ends in release without prosecution, deemed suspension ceases.

(*b*) When under suspension pending departmental proceedings, on the withdrawal of proceedings for any reason, or on the award of penalty other than compulsory retirement/removal/dismissal.

(*c*) When under suspension pending criminal proceedings, if acquitted by a Court of Law and if it is decided not to proceed further departmentally.

(*d*) On the setting aside of an award of compulsory retirement/removal/dismissal by a Court of Law or by the Appellate/Revising Authority.

Reinstating Authority's orders should include (*i*) specific decision on treatment of period of suspension up to reinstatement, compulsory retirement, removal or dismissal as spent on duty or not and (*ii*) a specific decision on the quantum of pay and allowances for the said period.

These two decisions are independent. Neither flows from the other.

2. Full pay and allowances admissible.— (1) Reinstatement on full exoneration in departmental proceedings, when the charged official is not held responsible for delay in the termination of the proceedings against him.

(2) Reinstatement on an official's acquittal on merits of the case in Court proceedings and no further departmental enquiry is held.

(3) Reinstatement when suspension is held to be wholly unjustified and when the charged official is not held responsible for delay in the termination of the proceedings against him.

(4) When minor penalty is awarded.

(5) If detention under a law providing for preventive detention is held by the Competent Authority to be unjustified.

(6) In case of deemed suspension on grounds of detention found to be erroneous and no prosecution is launched.

(7) In case of arrest for debt, if the liability is proved to be due to circumstances beyond the official's control.

(8) Official's death while under suspension.

3. Proportionate (less than whole) pay and allowances.— (1) Even in cases of full exoneration in departmental proceedings, when it is held that the termination of the proceedings instituted against an official had been delayed for reasons directly attributable to him, for such period of suspension and/or dismissal, etc., as may be directed by the Reinstating Authority.

(2) In cases of departmental proceedings where the official is not fully exonerated or the earlier order is set aside solely on the ground of non-compliance with the requirements of Article 311 of the Constitution.

(3) In Court cases where the order is set aside solely on the ground of non-compliance with the requirements of Article 311 or when exoneration is not on merits.

(4) Even in cases where the suspension is held to be wholly unjustified when it is held that the termination of the proceedings instituted against an official had been delayed for reasons directly attributable to him, for such period of suspension as may be directed by the Reinstating Authority.

(5) In cases of detention under a law providing for preventive detention, when it is held that the detention was not unjustified and in cases of arrest for debt, where the liability is proved to be due to circumstances within the official's control, for such period as may be directed by the Reinstating Authority.

(6) In cases where the suspension is not held to be wholly unjustified.

In all these cases, the proportionate pay and allowances payable should be determined only after giving an opportunity/notice to the official to make his representation against the proposal and after considering his representation, if any. The amount so determined should not be less than what was paid as subsistence allowance.

In all cases of payment of pay and allowances— either in full or in part—for past period, certificate of non-employment, as in the case of payment of subsistence allowance, is essential.

The payment is also subject to adjustment of any amount earned by the Government servant through any employment during the period.

4. When period of suspension is treated as duty.— (1) On reinstatement due to full exoneration in departmental proceedings.

(2) On reinstatement due to the official's acquittal on merits of the case in Court proceedings and no further departmental inquiry is held.

(3) On reinstatement when suspension is held to be wholly unjustified.

(4) When minor penalty is awarded.

(5) If detention in Police custody, erroneous or without basis, ends in release without prosecution and if the Competent Authority concludes that suspension was wholly unjustified.

(6) If the detention under a law providing for preventive detention is held by the Competent Authority to be unjustified.

(7) In cases of arrest for debt, if the liability is proved to be due to circumstances beyond the official's control.

(8) Official's death while under suspension.

5. Period of suspension treated as non-duty (unless otherwise decided for any specific purpose).— (1) In cases of departmental proceedings where the Government servant is not fully exonerated or the earlier order is set aside solely on the ground of non-compliance with the requirements of Article 311.

(2) In Court cases under similar circumstances.

(3) In cases where suspension is not considered wholly unjustified.

In cases of these types, the official has the option to get the period converted into leave of any kind due and admissible under the Competent Authority's order which shall be absolute.

6. Proportionate pay and allowances cannot be denied for any period.— Even in cases where a dismissed official is reinstated by Competent Authority on compassionate grounds and the period from the date of dismissal to the date of reinstatement ordered to be treated as 'non-duty', payment of proportionate pay and allowances for that period is mandatory.

7. Review of the period of suspension revoked pending proceedings.— If an order has been passed before conclusion of the departmental/Court proceedings as to pay and allowances for and treatment of the period of suspension revoked before conclusion of the inquiry/Court case, it is only a provisional order. After conclusion of the inquiry/Court case, the said order should be reviewed on its own motion and a final order passed under the directive principles mentioned at headings 2 to 6 *ante.— FRs* 54, 54-*A*, 54-*B and Chapter* 6, *CCS* (*CCA*) *Rules.*

7. Proceedings after Retirement

[Swamy's — Pension Compilation]

1. Future good conduct of the pensioner is the implied condition of every grant of pension and its continuance under the rules.— *Rule* 8 (1).

2. Withdrawal/withholding of pension or gratuity, or both, in full or part, either permanently or for a specified period, if —

(*a*) the pensioner is convicted of a serious crime by a Court of Law. The Appointing Authority is competent to issue orders straightaway in the light of the judgment.

(*b*) the pensioner is found guilty of grave misconduct. The Appointing Authority will pass orders after issuing a notice to the pensioner and considering his representation, if any.— *Rule* 8.

3. If in any departmental or judicial proceedings initiated prior to or after retirement, the pensioner is found guilty of grave misconduct or negligence during the period of his service including service rendered on re-employment after retirement, whole or part of any pecuniary loss caused to the Government may be recovered from the pension or gratuity. The power to issue orders will rest with the President.— *Rule* 9.

4. By withholding/withdrawing part of the pension, the pension should not be reduced below Rs. 1,275 p.m.

5. Departmental proceedings initiated while in service, but not concluded, will be continued after the official's retirement and concluded. In the light of the findings of the Disciplinary Authority arrived at as a result of holding a full-fledged inquiry, final orders will be passed in the name of the President, after due consultation with the UPSC. If in such proceedings the Disciplinary Authority comes to the conclusion that action under the rule is not justified, it is within the full competence of such authority to drop the proceedings initiated by him.—*Rule* 9 (2) *and GIO thereunder.*

6. Departmental proceedings after retirement cannot be instituted in respect of any event which took place or the cause of action arose more than four years before such institution. The sanction of the President is necessary to institute departmental proceedings after retirement.— *Rule* 9 (2) (*b*).

7. Entitlements to Government servants retiring while departmental or judicial proceedings are pending:

(*i*) Provisional pension equal to the maximum admissible on the basis of qualifying service up to the date of suspension/retirement, if not under suspension.— *Rules* 9 & 69.

(*ii*) 'Encashment of leave' on retirement. The Competent Authority can withhold whole of part of cash equivalent of leave salary if, in its opinion, there is a possibility of some money becoming due from the employee on conclusion of the proceedings. On conclusion of the proceedings, the amount so withheld may be paid after adjustment of Government dues, if any.— *Rule* 39 (3), *CCS* (*Leave*) *Rules*.

8. Not entitled to—

(*a*) Retirement Gratuity.— *Rule* 69 (1) (*c*);

(*b*) Commutation of provisional pension.— *Rule* 4, *CCS* (*CP*) *Rules;*

until conclusion of the proceedings.

9. (*a*) Interest on delayed payment of gratuity is payable if exonerated fully.— *Rule* 68, *GID* (1).

(*b*) Period of one year for commutation without medical examination will be from the date of issue of final orders.— *Rule* 13 *of CCS* (*CP*) *Rules.*

8. Central Administrative Tribunal

[Swamy's — Compilation on Central Administrative Tribunal]

1. Constitution and Jurisdiction.—The Central Administrative Tribunal has been established for providing speedy and inexpensive relief for persons in services and posts under the Union, by adjudicating in service matters. The Tribunal has its Principal Bench at New Delhi with Benches at Ahmedabad, Allahabad, Bangalore, Chandigarh, Chennai, Cuttack, Ernakulam, Guwahati, Hyderabad, Jabalpur, Jaipur, Jodhpur, Kolkata, Lucknow, Mumbai and Patna. Jurisdiction of each Bench has been defined. A person aggrieved by any order pertaining to any matter will have to make an application before that Bench within whose jurisdiction for the time being he is posted or the cause of action has arisen. An application may, however, be filed in the Principal Bench with the permission of its Chairman.

2. 'Service matters' has been defined to mean all matters relating to the conditions of service, viz.,—

(*i*) Recruitment, selection and appointment including compassionate appointment.
(*ii*) Pay, fixation of pay, granting of increments, stepping up of pay, etc.
(*iii*) Confirmation, seniority, promotion.
(*iv*) Pension including family pension.
(*v*) Disciplinary matters, adverse entries in confidential records.
(*vi*) Transfer, posting.
(*vii*) Allotment of quarters, recovery of rent, eviction from Government accommodation.
(*viii*) Claims for Medical Reimbursement, LTC, Leave and Joining Time.
(*ix*) Grant or refusal to grant of advances/loans.
(*x*) Any other matters.

3. Filing of application.— Normally, only an individual has to file an application (filing fee for each being Rs. 50). More than one person may join together and file a single application, with the permission of the Tribunal, if it is satisfied, having regard to the cause of action and the nature of relief prayed for, that they have a common interest in the matter. A separate application seeking for such permission is required to be filled.

The application should contain the prayer of the applicant specifying relief sought for, explaining the grounds for such relief and the legal provision, if any, relied upon. The application should be based upon a single cause of action and may seek one or more reliefs, provided they are consequential to one another. Interim relief, if any, prayed for, pending final decision on the application, should be incorporated in the application itself.

4. Conditions.—An application has to be filed within one year from the date on which the initial final order has been made. Where an appeal/representation has been submitted in the matter and the authority competent to pass final order has not passed the said order, application has to be filed after the expiry of a period of six months from the submission of such application/representation and within one year from the date of expiry of the said period of six months. Tribunal has power to admit an application in relaxation of the above limitation, if sufficient cause is shown, supported by an affidavit, for not making the application within the stipulated period.

5. Exhausting remedies.—An application will not ordinarily be admitted unless the Tribunal is satisfied that the applicant had availed of all the remedies available to him under the relevant service rules as to redressal of grievance. Remedies available are deemed to have been availed if final order has been passed on the appeal/representation by the highest Competent Authority, or, if no such order is passed, after lapse of a period of six months from the date of appeal/representation. The Tribunal has discretionary powers in the matter which is exercised sparingly in extraordinary circumstances.

6. Disposal of applications.—After due scrutiny of the applications at the registry and rectification of defects, if any, applications are posted for hearing before the Bench consisting of two members — Judicial Member and Administrative Member. Certain cases have been listed for being heard and decided by a Bench consisting of a Single Member.

Applications are decided on a perusal, by the Members, of the documents filed by both the sides, written representations made and hearing the oral arguments advanced at the time of hearing. The Tribunal has been vested with power to hold an enquiry as provided in the Act, if necessary.

Applications are decided according to the opinion of the majority of the Members. In case of difference of opinion, the issue is referred to the Chairman for decision, either by himself or by constituting a larger Bench.

7. *Ex parte* hearing.—In the event of the respondent Department/Ministry not represented at the hearing, the Tribunal may decide the application *ex parte*. If the respondent subsequently makes an application for setting aside the order, giving sufficient cause to the satisfaction of the Tribunal, it may set aside the *ex parte* order and hear the case afresh. However, if the applicant is not present or representing at the hearing, the Tribunal, after hearing the counsel for the respondent and perusing the records, may consider the applicant's grievance with reference to the grounds urged in the application and decide the application on merits.

8. Action on judgment.—The order of the Tribunal is final and binding on both the parties. It should be complied with within the time-limit prescribed in the order or within six months of the receipt of the order, if no time-limit is prescribed. Failure to implement the order in time may give rise to cause of action for initiating contempt proceedings.

9. Review provision.—If the applicant and/or the respondent are not satisfied with the judgment, it is open to them to seek review of the judgment by filing a petition within thirty days of the communication of the order. Review petition would lie only when there is a glaring omission, patent mistake or grave error in the judgment. It will be disposed of by the same Bench either by circulation or after hearing the parties.

Once review petition is dismissed, there is no provision for further review. The matter has to be agitated before the Supreme Court, through Special Leave Petition.

AUTHORS' NOTE.— *A special seven-judge Bench of the Supreme Court has unanimously ruled that the decisions of tax and Administrative Tribunals would be subject to judicial scrutiny of the High Courts and Section 28 of the*

Administrative Tribunals Act excluding the writ jurisdiction of the High Court is unconstitutional. The Apex Court has held that the judgments of the Administrative Tribunals can be challenged before a Division Bench of the High Court within whose jurisdiction the Tribunals concerned falls.—Government's orders and amendment to the Administrative Tribunals Act are awaited.

10. Publication of orders.— Decisions which are deemed fit for publication may be published in ''Indian Law Report''— Central Administrative Tribunal (ILR—CAT). Other orders of the CAT which are deemed fit for publication in any other authoritative report or the press, may be released for such publication as may be decided by the Chairman.

9. Illustrations

I. Withholding of Increment:—

An employee drawing pay of Rs. 5,000 in the scale of pay of Rs. 4,000-100-6,000 with DNI on 1-10-2004 is inflicted with the penalty of withholding of two increments for two years. The punishment order was issued on 5-10-2003. His pay should be regulated as below:

Period	Due	If the period is	
		not to postpone his future increments	to postpone his future increments
	Rs.	Rs.	Rs.
5-10-2003	5,000	5,000	5,000
1-10-2004	5,100	5,000	5,000
1-10-2005	5,200	5,000	5,000
1-10-2006	5,300	5,100*	5,100
1-10-2007	5,400	5,400@	5,200$

NOTE.—*Increment due on 1-10-2004 restored.

@Increment due on 1-10-2005 restored—Punishment Period over.

$ The employee will be drawing Rs. 200 less throughout.

II. Reduction to a Lower Stage:—

An employee drawing a pay of Rs. 5,900 in the scale of pay of Rs. 5,000-150-8,000 with DNI on 1-11-2003 is awarded the penalty of ''**Reduction by 2 stages**'' for 2 years on 15-11-2002. The punishment will **NOT** have the effect of postponing future increments and during the period of reduction he will earn increments. His pay is to be regulated as follows:—

Period	Due	Drawn	
	Rs.	Rs.	
15-11-2002	5,900	5,600	Punishment begins
15-11-2003	6,050	5,750	
1-11-2004	6,200	5,900	
15-11-2004	6,200	6,200	Punishment ends

III. In the Illustration II, if the punishment is "Pay reduced to the stage of Rs. 5,600 for two years":—

Period	Due	If the punishment	
		Will not have the effect of postponing future increments	Will have the effect of postponing future increments
	Rs.	Rs.	Rs.
15-11-2002	5,900	5,600	5,600
1-11-2003	6,050	5,600	5,600
1-11-2004	6,200	5,600	5,600
15-11-2004	6,200	6,200	5,900
1-11-2005	6,350	6,350	6,050

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Welfare Measures

1. Incentives for promoting small family norms

[Swamy's — FR & SR, Part-I and Swamy's — HBA Rules]

1. Concessions to employees for undergoing sterilization operation:

(1) A special increment in the form of "Family Planning Allowance".

(2) Rebate of $\frac{1}{2}$% in the interest on House Building Advance.

2. Conditions.— (1) At the time of operation, the employee should have at least one surviving child and not more than two. A male employee's age should not be over 50 and his wife's should be between 20 and 45. A female employee's age should not be over 45 and her husband's not over 50.

(2) The employee or spouse may have the operation.

(3) The certificate in the prescribed form should be from a Central/State Government/CGHS Hospital/ Clinic or any other approved institution recognized by the Government for the purpose.

(4) If the operation is done in a private hospital/nursing home, the certificate should be countersigned by Civil Surgeon/DMO/ AMA/Medical Officers of CGHS/Central Government Hospital.

(5) The $\frac{1}{2}$% rebate on House Building Advance interest will be admissible only if the sterilization has been done on or after 1-9-1979 but before drawal of the final instalment of the House Building Advance.

Withdrawal of incentive, when sterilization operation fails.—In case of failure of sterilization operation, the incentive already granted will be withdrawn from the deemed date of pregnancy. However, the recovery will be waived if either of the couple undergoes sterilization operation once again.— *G.I., Dept. of Posts, Letter No.* 14-1/91-*Medical, dated* 18-1-1991, *in consultation with the Ministry of Health & Family Welfare.*

3. Allowance to be sanctioned by the Head of Office would be equal to the amount the lowest rate of increment in the scale of pay applicable at the time of undergoing the operation and will remain fixed in the entire service. If both husband and wife are Central Government employees, the allowance may, at their choice, be drawn by any one of them.

(2) Employees officiating in a higher post on *ad hoc* basis are entitled to the allowance at the rate of increment in the scale of the post held at the time of sterilization operation.

(3) The Personal Pay drawn by the employees (who had undergone sterilization prior to January 1, 1996) in the pre-revised pay scales shall be revised so as to be equivalent to the lowest rate of increment applicable in the relevant revised scales of pay corresponding to the pay scale of the post against which the employee concerned had initially earned the Personal Pay in the applicable pre-revised scale of pay.

(4) Once the employee gets the benefit of the allowance at a particular rate, he would continue to draw at the same rate even if he is reduced to a lower stage in his time-scale or lower service, grade, or post, by way of penalty.

4. Date from which payable.—The incentive is payable from the first of the month following the date of operation. If a Government servant is under suspension or is on leave, the benefit would not be given effect to during the period of suspension or leave.— *FR* 27, *GIO* (11).

5. Not admissible to casual labourers with temporary status.—The benefit is not admissible to casual labourers with temporary status.—*Dept. of Posts, Letter No.* 45-56/92- *SPB-I, dated* 15-3-1995.

2. Immediate relief to the family of an employee who dies while in service

[Swamy's — Pension Compilation/GFR]

1. Immediate relief.—If an employee dies while in service, his family will be eligible for immediate monetary relief of three months' pay or Rs. 8,000, whichever is less in the form of an advance.

2. Timely payment.—Sanctioned immediately by the Head of Office or the Gazetted Officer at the lowest level under whom the deceased official was last working and payment made expeditiously either from imprests or from other sources or by drawing money from the Bank. No formal application from the bereaved family is necessary.

3. Payable to the person(s), in the same manner as payment of death gratuity, if the deceased was governed by Pension Rules, or the balance in the Contributory Provident Fund Account, if the deceased was a subscriber to the CPF.

4. Undertaking to be obtained.—Before making the payment, a separate undertaking should be obtained from each person to whom the payment is made that he/she agrees to the amount of advance being recoverable from any amounts payable to the family due to the death of the Government servant.

5. Officials on Foreign Service.—If an official dies while on foreign service, the advance may be sanctioned by the parent Department.

6. Adjustment of the Advance.—The advance should be adjusted within six months against the arrears of pay and allowances, leave salary, death gratuity, balance in Contributory/General Provident Fund or any other payment due in respect of the deceased official.—*Appendix*-7, *Pension Compilation & GFRs* 262-264.

3. Group Insurance Scheme, 1980

[Swamy's — Group Insurance Scheme]

1. Scope.—The Scheme, which is compulsory to all the Central Government employees, (including Departmental Canteen employees) provides at a low cost and on contributory and self-financing basis, the twin benefits of an insurance cover to help their families in the event of death in service and a lumpsum payment to augment their resources on retirement.—*Para.* 2.

2. Insurance and Savings Funds.—A portion of the subscription is credited to the Insurance Fund and the other portion to the Savings Fund which earns interest at the prescribed rate compounded quarterly. The apportionment is at 30% to Insurance Fund and 70% to Savings Fund with effect from 1-1-1988 at the assumed mortality rate of 3.60 per thousand per annum.—*Paras.* 7.1 & 8.1.

3. Membership.— Employees are enrolled as members of the Scheme only from 1st January every year. If an employee enters service on or after 2nd January in any year, he is enrolled as a member only from 1st January of the next year. From the actual date of appointment to 31st December, he will be entitled only to Insurance Cover.—*Paras.* 4.3 & 6.

NOTE.—Re-employed Defence personnel availing of the extended insurance cover under the Group Insurance Scheme applicable to the members of the Armed Forces shall not be admitted to this Scheme until expiry of the extended Insurance Cover.—*Para.* 3.2.

4. Monthly subscription and amount of Insurance Cover:—

Group to which the employee belongs	(A) For those who subscribe at the old rates		(B) For those who subscribe at the revised rates		
	Rate of subscription	Amount of Insurance Cover	Rate of subscription		Amount of Insurance Cover
			Before enrolment as a member	After enrolment as a member	
	Rs.	Rs.	Rs.	Rs.	Rs.
'A'	80	80,000	40	120	1,20,000
'B'	40	40,000	20	60	60,000
'C'	20	20,000	10	30	30,000
'D'	10	10,000	5	15	15,000

(A) Applicable to all employees who were members of the Scheme on 31-1-1989 and have opted to continue to subscribe at the old rates.

(B) Applicable to all employees who were members of the Scheme on 31-1-1989 and have opted to subscribe at the revised rate with effect from 1-1-1990 and to those who joined service on or after 1-2-1989.— *Paras.* 5.1 & 5.2.

The Group to which an employee belongs will be determined with reference to the post held by him on a regular basis on the 1st January.—*Paras.* 5.1 & 5.2.

5. Promotion during the year.— On regular promotion of a member to a higher Group after the 1st January in any year, his subscription will be raised only from the 1st January of the next year. As for example, a Group 'C' employee is promoted to Group 'B' on 2-1-1992. His subscription and Insurance Cover will be Rs. 30 p.m. and Rs. 30,000 till the end of December, 1992 and will be raised to Rs. 60 p.m. and Rs. 60,000 respectively from January, 1993. Once an employee is admitted to the higher group, his subscription and Insurance Cover will continue to be at the same rate, even if he is subsequently reverted to the lower group for any reason.—*Paras.* 5.3 & 5.4.

6. Recovery of subscription for a month will be effected from the pay for that month, i.e., for January, from the pay for January payable on the last day of January.—*Para.* 9.3.

Subscription is payable till the end of service including the month in which an employee retires, dies, resigns, or is removed from service. If an employee dies during a month before recovery of subscription for that month, his dues will be paid after deducting the subscription.— *Paras.* 9.4 & 11.10.

7. Interest on arrears of subscription.—Arrears of subscriptions of an employee who was on extraordinary leave for any period will be recovered with interest due under the scheme from his salary for the month following the month in which he resumes duty in not more than three instalments. If an employee dies while on extraordinary leave, the arrears of subscription due from him will be recovered with compound interest at 12% per annum rounded to the nearest whole rupee from the amount payable under the scheme.—*Para.* 9.7.

No interest will be levied on the arrears if the non-recovery is due to delayed payment of salary.— *Para.* 9.6.

8. Benefits payable.— (*a*) *Retirement, resignation, etc.:* The employee will be paid as per the Table of benefits—

(*i*) lumpsum due to him out of the Savings Fund for entire period of membership in the lowest group; and

(*ii*) amount(s) due to him for the additional units by which subscription was raised due to promotion — for the period from which the rate was raised, to the date of cessation of membership.

(*b*) *Death while in service:* The nominee/heir will be paid—

(*i*) the amount of appropriate Insurance Cover to which the employee was entitled at the time of death; and (*ii*) lumpsum and amount(s) as in the case of (*a*) above, for the period till the date of death;

(*iii*) only the Insurance Cover, if death takes place before becoming a member.—*Paras.* 11.7, 11.8 & 11.9.

9. To whom payable.— (*a*) When there is a valid nomination to the nominee(s), in the manner indicated in the nomination.

Nomination: If the employee has a 'family', he shall make such nomination only in favour of a member or members of his "family". However, a female subscriber can exclude her husband from her family for the purpose of this Scheme by a notice in writing to the Head of Office.

"Family" means husband, wife or wives, parents, children, a ward, minor brothers, unmarried sisters, deceased son's widow and children, and where none of the parents of the members of the Scheme is alive, a paternal grandparent.

If any of the nominated members of the family subsequently ceases to be the member of the family under any circumstances, nomination made in favour of such member would become invalid — for example, a minor brother on attaining majority or an unmarried sister on getting married. Their share of insurance amount in such cases, will be paid to other nominated members of the family in equal shares.— *Paras.* 19.3, 19.4, 19.5 & 19.9.

(*b*) In the absence of valid nomination under the Scheme, nomination made under GPF/CPF Rules, may be accepted for this purpose.—*Para.* 19.10.

(*c*) When there is no nomination even for GPF/CPF, the amount will be paid in equal shares to the widow/widows, minor sons and unmarried daughters. In the case of minor sons and daughters, their mother, who is not a Muslim lady will be deemed to be the natural guardian and their shares can be paid to the mother without production of guardianship certificate. Guardianship certificate is necessary in the case of Muslims. In the absence of any of the above members, payment will be made in equal shares to other members of the family. In the absence of any eligible member of the family, the payment may be made to other legal heirs on production of succession certificate issued by a competent Court of Law.—*Paras.* 19. 10 & 19.11.

10. Debarring an eligible person from receiving insurance amount.—If a person who, in the event of death of a Government servant while in service, is eligible to receive the insurance amount, is charged with the offence of murdering the Government servant or for abetting in the commission of such an offence, his/her claim to receive insurance amount will be suspended till the conclusion of the criminal proceedings instituted against him/her. On the conclusion of the criminal proceedings, the person, if convicted, will be debarred from receiving the share of insurance amounts, which will be paid in equal shares to other eligible persons. If acquitted, his/her share will be paid without any interest.— *Para.* 11.3.

11. When whereabouts not known.—In case an employee's whereabouts are not known despite efforts by Police on due complaint to them, the accumulation from the Savings Fund will be payable to the nominees or heirs after one year following the month of disappearance of the employee; the insurance amount will be paid after elapse of seven years following the month of disappearance, on production of a proper and indisputable proof of death or a Decree of the Court presuming the employee to be dead as per Section 108 of Indian Evidence Act. Full subscription for one year following the month of disappearance and at the reduced rate of insurance premium alone for the next six years or till the month in which insurance cover is paid, whichever is later, together with interest shall be recovered from the heirs/nominees of the missing employee, when the dues become payable.—*Paras.* 11.4 & 11.5.

12. Recovery of Government dues not permissible.—The Scheme is in the nature of a contract between an employee and the Government. No recovery from the amount payable under the Scheme can be made excepting the dues under the Scheme or as specifically authorized by the employee. It is legally not permissible to adjust Government dues against the payment due to the employee or his nominee under the Scheme.—*Para.* 21.2 *and G.I., M.F., Letter No. F.* 15 (3)/78-*WIP, dated* 2-9-1983.

13. Financing from GPF/CPF is permissible only in exceptional circumstances when the financial position of an employee does not permit him to contribute both to GPF/CPF and Group Insurance Scheme. He may be permitted a non-refundable withdrawal from his GPF/CPF account of an amount equivalent to one year's subscription paid towards the Scheme.—*Para.* 10.1.

14. Income tax rebate is admissible for the amount of subscriptions paid under the Scheme as in the case of GPF/CPF contributions, Life Insurance premia, etc., except to the extent of the amount withdrawn from the GPF/CPF on account of such subscriptions.—*Para.* 10.2.

15. No withdrawals/loans/advances are permissible out of the Insurance/Savings Fund. Accumulated benefits are payable only on the cessation of membership from the Scheme on account of death, retirement, resignation, etc.—*Paras.* 13.1, 12.1 & 12.2.

16. Assignment of Insurance and Savings Funds.—A member can be permitted by the Head of the Department to assign the Insurance cover and accumulations in the Savings Fund in favour of a recognized Financial Institution as security for obtaining loans for construction/purchase of house/flat/ready-built house in his/her name or in the name of his/her spouse or any other member of the family.—*Paras.* 13.2 to 13.5.

TABLE OF BENEFITS — 2003
NOT RECEIVED TILL THE TIME OF PRINTING —
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AS AND WHEN ISSUED BY THE GOVERNMENT

4. *Ex gratia* lumpsum compensation to families of Central Government Civilian employees who die in harness

[Swamy's — Pension Compilation]

The families of Central Government Civilian employees who die in harness in the performance of their bona fide official duties under various circumstances, shall be paid the following *ex gratia* lumpsum compensation.

(*a*)	Death occurring due to accidents in the course of performance of duties.	Rs. 5 lakhs
(*b*)	Death occurring in the course of performance of duties attributable to acts of violence by terrorists, anti-social elements, etc.	Rs. 5 lakhs
(*c*)	Death occurring during (*a*) enemy action in international war or border skirmishes and (*b*) action against militants, terrorists, extremists, etc.	Rs. 7.5 lakhs

The compensation is intended to provide an additional insurance and security to employees, who are required to function under trying circumstances and are exposed to different kinds of risks in the performance of their duties.

Conditions governing payment of lumpsum compensation.—

1. The death of the employee concerned should have occurred in the actual performance of bona fide official duties. In other words, a casual connection should be established between the occurrence of death and Government service.

2. Even, if an employee had died in such circumstances that a medical report could not be secured, the nexus and causal connection with Government service would need be adequately established in determining the entitlement to the *ex gratia* lumpsum payment. All evidence (both direct and circumstantial) shall be taken into account and the benefit of reasonable doubt given to the claimant.

3. The *ex gratia* lumpsum compensation is not admissible if the death of the employee is due to accidents while travelling on duty by commercial aircraft, national or private.

4. The *ex gratia* lumpsum compensation is admissible if the death of the employee is due to accidents while travelling on duty by service aircraft without prejudice to the Bond required to be executed by the employees indemnifying the Government against any claims on account of death while travelling by service aircraft.

5. In the case of death of an employee while travelling on duty by Railways due to train accidents, the amount of *ex gratia* lumpsum compensation

admissible will be reduced by the compensation, if any, received by the next of kin of the employee from the Railways.

Ex gratia **lumpsum compensation is in addition to other benefits.—** Admissible in addition to such other benefits as may be admissible under CCS (Extraordinary Pension) Rules, or the Liberalized Pensionary Awards Scheme, CCS (Pension) Rules, 1972, General/Contributory P.F. Rules, Central Government Employees' Group Insurance Scheme.

Sanctioning Authority.— Concerned Administrative Ministries in consultation with their Financial Advisers.—*Appendix*-5.

5. Illustration

Employee joined the Scheme with effect from	1-1-1982
Retiring on superannuation on	31-12-2002
Entitlement of the employee:	
(1) If he was a Group 'D' employee throughout:	
(*i*) *When continued to subscribe at the old rate:*	
Amount as per table for cessation on 31-12-2002	Rs. 7,331
(*ii*) *When subscribed at the old rate up to* 31-12-1989 *and at the new rate from* 1-1-1990:	
Amount as per table for cessation on 31-12-2002	Rs. 8,580
(2) If he was a Group 'D' employee up to 31-12-1986 and a Group 'C' employee from 1-1-1987:	
(*i*) *When continued to subscribe at the old rate:*	
Amount as per table for cessation on 31-12-2002 for a monthly subscription of Rs. 10	Rs. 7,331
Amount as per table for cessation on 31-12-2002 for an additional monthly subscription of Rs. 10 (20–10) from 1-1-1987	Rs. 3,840
Total	Rs. 11,171
(*ii*) *When subscribed at the old rate up to* 31-12-1989 *and at the new rate from* 1-1-1990:	
Amount as per table for cessation on 31-12-2002 for a monthly subscription of Rs. 10/15	Rs. 8,580
Amount as per table for cessation on 31-12-2002 for an additional monthly subscription of Rs. 10/15 from 1-1-1987	Rs. 5,090
Total	Rs. 13,670

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Other Service Matters

[Swamy's — FR & SR, Part-I]

1. Service Book

1. Service Book maintenance.— Necessary for all non-Gazetted officials except those appointed against temporary vacancies of not more than a year and for all Gazetted Officers. The Service Book will be opened from the date of the first appointment in the prescribed form.— *SRs.* 196, 197.

2. Custody.— It should be kept in the custody of the Head of Office concerned. On transfer of the official to another office, the Service Book will also be transferred. This applies also to officials joining a new office after technical resignation.— *SR* 198.

3. Not to be returned to the official.—Service Book will remain in the custody of Head of Office even after resignation, retirement, etc., of the official and not to be returned to him. However, if desired, a copy of the Service Book will be given on payment of Rs. 5 towards copying charges.— *SR* 198, *GIO.*

4. Entries and Attestation.— Every step in official's career should be recorded and each entry attested by Head of Office who will ensure that the entries are correct and also that there is no erasure, overwriting, etc. Entries/attestation in the Service Book of Head of Office will be made by next higher authority. Head of Office may also authorize a junior officer to attest Service Book entries on his behalf. In such cases, entries/attestation in the Service Book of such authorized officer will be made by Head of Office.— *SR* 199.

5. Certain Special Entries.—

(*i*) *Suspension.*—Period of every suspension and other interruption of service should be entered with full details of its duration, reference to Order, etc. Entry should be made across the page and duly attested.— *SR* 200.

(*ii*) *Reduction to a lower post.*—Reason for reduction should be briefly recorded.— *SR* 201.

(*iii*) *Technical resignation.*—Against the entry of a technical resignation, it should be clearly indicated that the benefit(s) under Rule 26 (2) of Pension Rules are admissible. No separate orders are required in this regard. However, reference to the Order will be given together with the entry for relief of the official. — *Rule* 26 (2), *GID* (3) *of Pension Rules.*

6. GPF account number.—To be entered on the right hand top of Page 1 by means of a rubber stamp as soon as the official is admitted to GPF.—*SR* 199, *GIO* (6).

7. Home Town.—Declaration submitted under LTC Scheme to be kept in Service Book.—*SR* 199, *GIO* (8).

8. CGEGI Scheme.— (*i*) Nomination under the Central Government Employees' Group Insurance Scheme will be pasted in Service Book, duly countersigned by Head of Office.— *SR* 199, *GIO* (7).

(*ii*) Sufficient number of Form No. 13 will be pasted in Service Book and the entries for recoveries, etc., made. Every year, in the month of January, Head of Office will record a certificate in Column 7 in the following form.

> "*Subscription at the rate of Rs. .... appropriate to Group ...... of the Scheme recovered from pay and allowance for the period from January .... to December ....*"

9. Need for proper maintenance of Service Book.—Proper maintenance of Service Book is necessary to eliminate possible delay in authorization/payment of pension. Orders of Competent Authority will be obtained in cases of breaks in service, etc., invariably at the same time as the occasion arises and noted in Service Book. In the case of EOL, it should be specified if it is with MC or for prosecution of studies, etc.—*SR* 202, *GIO* (2).

10. Service Book to be shown to the official every year.— Service Book is required to be shown to the official every year and his signature obtained. The Government servant will ensure that his services have duly been verified and certified as such, before affixing his signature. Signature of official in foreign service will be obtained after the Accounts Officer has made necessary entries connected with foreign service. Head of Office will furnish a certificate to the next higher authority every year that this requirement, i.e., showing the Service Book to the official and obtaining his signature therein has been complied with in respect of the previous financial year in all cases. — *SR* 202.

11. Practical guidelines on the maintenance of Service Book.— Instructions/guidelines contained on the inner cover pages of the printed Service Book will be followed. In addition, some practical guidelines are below:

(*i*) *Opening of Service Book.*— Name to be written both in English and in Hindi on the outer cover. Reference to the original documents verified to be made for (*a*) Date of birth, (*b*) Educational qualifications, (*c*) Technical Qualifications, and (*d*) Caste Certificates for SC/ST/OBCs.

(*ii*) *Permanent home address.*— To be mentioned in Column 11 as declared in the Attestation Forms. (This is different from Home Town Declaration under LTC Rules).

(*iii*) *Opening entries in Part-IV.*— In Column 2, date of appointment with clear indication 'forenoon' or 'afternoon' to be entered. In Column 4 designation, scale of pay and name of office to be entered. Pay (normally minimum of the scale for new entrants) to be mentioned in Column 6. Entries in Column 5 to be made only after the official is confirmed. In Column 7, reference to appointment order should be given. Attestation to be made in Column 8.

(*iv*) *Entries in Columns* 2 & 3.— Entry in Column 3 against entry already made in Column 2 will arise on the grant of annual increment or relief on transfer, etc. If entry in Column 3 is for annual increments, simultaneous entry under Column 2 as next entry to be made. (Example: for increment on 1st January, entry in Column 3 will be 31st December and in Column 2 as next entry will be 1st January with the new pay shown in Column 6 or 5, as the case may be). Same principle followed for promotions/reversions, etc.

(*v*) *Leave entries.*—In the new form of Service Book, leave entries also to be made under Column 7. Entries to be as brief as possible to utilize minimum space. In the case of EOL indication whether 'with MC' or 'without MC', etc., to be clearly made.

(*vi*) *Special kinds of leave.*— Maternity leave, Study leave, etc., which do not affect leave account to be entered in the remarks Column (Column 11).

(*vii*) *Entries in the body of the Service Book.*—Important events, e.g., suspension, reversion as a penalty, confirmation, termination of probation, fixation of pay in revised scale, stepping up of pay, etc., to be entered in the body of the Service Book giving reference to authority.

12. Stock of Service Books and periodical verification.— For safe custody of Service Book, maintenance of 'Register of Service Books' is necessary. Entries should be made in this Register as and when new Service Books are opened or received from other offices, etc., and when they are sent to other offices. Service Books of officials who have retired or otherwise ceased to be in service should be retained for at least three years. Such cases may be entered in a separate register or on separate pages in the same register. Stock of Service Books should be verified annually and certified.

2. Verification of Services

[Swamy's — FR & SR, Part-I and Pension Compilation]

1. Annual verification of services.—Verification of services will be completed annually and certificate of verification recorded in the Service Book after ensuring correctness of the entries.— *SR* 202, *GIO* (1).

2. Procedure for verification.—Main record will be Pay Bills/Pay Bills Register. Pay drawn during the year as entered in Pay Bills Register or Office copies of Pay Bills should agree with entries in Service Book. In some cases, leave salary drawn would have been noted in Pay Bills but leave entry omitted in Service Book. In some cases, leave entries are made in Service Book and leave salary adjustment would not have been made in Pay Bills in the case of HPL/EOL, etc. All such adjustments are required to be made before verification certificate is recorded. Wherever necessary, personal files, leave files, etc., will be verified, particularly in the case of suspensions to see whether period counts as duty or not for pension.

3. Recording of certificate.—After verification, certificate to be recorded and attested in the following form:

> "*Certified that services up to .... verified with Pay Bills and other records.*"

It should be ensured that verification is done from the date following the date mentioned in the earlier certificate, so that no period is left uncovered.

4. In the case of transfers.— Certificate will be recorded for the period up to the date for which pay is drawn by the office, even if it is part of the month/year. The new office should verify whether certificate has been recorded correctly and agrees with LPC.

5. Foreign service.— No certificate will be recorded by the departmental officers. Certificate will be recorded by the Accounts Officers only as per SR 203.

6. Verification and communication of qualifying service after 25 years of service or 5 years before retirement.—Verification of services of the Government servant should be completed on completion of 25 years of service or 5 years before date of retirement and a certificate in the prescribed form issued to him. Qualifying service indicated in this certificate will be treated as final up to that date and it will not be re-opened except when necessitated due to change of rules, etc.— *Rule* 32 *of CCS* (*Pension*) *Rules.*

7. Verification for the remaining period.—Before submitting pension papers to the pension sanctioning authority, verification will be completed for the remaining period of service up to retirement.

3. Date of birth and its subsequent alteration

[Swamy's — Complete Manual on Establishment and Administration]

1. Declaration of Date of Birth.—Every new entrant to Government service should declare his date of birth by the Christian era at the time of initial appointment with documentary evidence, viz., Matriculation Certificate, Municipal Birth Certificate.

In the absence of such proof, he may declare approximate age or year or month and year of birth; assumed date of birth will be arrived at as under:

(*i*) If the approximate age only is declared, the number of years representing the age declared to be deducted and the assumed date arrived at.

(*ii*) If the year of birth only is declared, assumed date will be 1st July of the year.

(*iii*) If the month and the year are declared, assumed date will be 16th of that month of the year.

2. Entry of Date of Birth in Service Records.— The actual date or assumed Date of Birth determined as above will be recorded in the Service Book or other Service Records. Once entered, it cannot be altered, without prior order of Head of Department, except in the case of a clerical error.

3. Subsequent alteration of Date of Birth.— An alteration of date of birth can be made, with the sanction of a Ministry/Department or the C. & A.G. in the case of IAAD or an Administrator of a Union Territory, if—

(*a*) an employee makes a request in this regard within five years of his entry into Government service;

(*b*) it is clearly established that a genuine bona fide mistake had occurred; and

(*c*) the date of birth so altered would not make him ineligible to appear in any School or University or UPSC examination in which he had appeared, or for entry into Government service on the date on which he first appeared at such examination or on the date of entry into Government service.— *Chapter* 57.

4. Belated claims for alteration in Date of Birth to be rejected.— Government policy regarding rejection of belated claim for alteration in date of birth is reinforced by the Apex Court judgments in two cases. It will not be appropriate to consider any request for alteration in date of birth if the conditions stipulated in Para. 3 above are not strictly fulfilled.[*G.I., Dept. of Per. & Trg., O.M. No.* 19017/2/92-*Estt.* (*A*), *dated* 19-5-1993.]

4. Change of Name

[Swamy's — Complete Manual on Establishment and Administration]

1. Addition/deletion or change in name/surname.—If a Government employee wishes to adopt a new name or effect any modification in his/her existing name, he/she should first execute a Deed in the prescribed form.

After execution of the Deed, the Government servant should have the change of name published in a prominent local newspaper as well as in the Gazette of India at own expense. On the submission of copy of Deed, Advertisement and Gazette Notification, change of name will be entered in the Service Records.

2. Addition/change in surname on account of marriage/remarriage of a female Government employee.— No Deed is necessary. Only intimation of her marriage, particulars of the husband and request for change in her surname should be submitted to the office for making necessary changes in the Service Records.

3. Deletion of surname or reversion to maiden name on divorce/ separation or death of the husband of female Government employee.—Change may be permitted if the female employee gives an intimation regarding change in marital status and a formal request for reversion to her maiden name.

[There is no prescribed form for (2) and (3)].— *Chapter* 56.

5. Forwarding of applications for other employment

[Swamy's — Complete Manual on Establishment and Administration]

1. General Principles.— Applications from employees will be forwarded as a rule except in cases where they can be withheld in public interest. "Public interest" will be interpreted strictly. Ordinarily, an employee including scientific/technical personnel is permitted to apply for an outside post up to four times in a year excluding applications to UPSC. Applications not in response to advertisements or circulars will not be forwarded to the employer.

2. Applications for appointment in the same or other Departments.—

(*i*) *In the case of permanent Government servants.*— Applications for appointment in the same or other Central Government Departments can be forwarded; in the event of their appointment, lien will be retained for a period of two years which may be extended by one more year, if there is delay in confirmation in such Departments. Thereafter, they should either revert to parent department or resign. An undertaking to this effect will be taken from the applicant while forwarding applications.

(*ii*) *In the case of temporary Government servants.*— An undertaking will be obtained while forwarding applications, that they would resign in the event of their selection in other Departments.

[These instructions do not apply to Ministry of Railways and Civilians in Defence Services.]

3. Applications for appointment in PSUs.—

(*i*) *In the case of permanent employees.*—Applications for appointments in Public Sector Undertakings, incorporated or not, wholly or substantially owned by the Central/State Government and in Autonomous, semi-Government Organizations may be forwarded and their lien retained for two years or till their permanent absorption. Undertaking will be obtained of acceptance of the following conditions before forwarding applications:—

(*a*) Leave salary/pension contribution will be paid to Government by the organization or the Government servant himself.

(*b*) Pay allowed to him in the organization should neither be less than the minimum of the scale of post in the PSU nor shall it exceed the maximum of that scale and will be regulated as per the provisions in G.I., Dept. of Per. & Trg., O.M. No. 2/29/91-Estt. (Pay-II), dated 5-1-1994.

(*c*) Before permanent absorption, the organization concerned should give prior intimation to the parent office so that resignation of the employee could be accepted before absorption.

(*ii*) *In the case of temporary employees.*—An undertaking to the effect that they will resign in the event of selection by the Undertakings will be obtained before forwarding the applications.

4. Applications to UPSC.—Applications for posts advertised by UPSC can be sent direct by the employee under intimation to the Head of Office giving details of the examination/post applied for and requesting the Head of Office to communicate the permission to the Commission directly. If the Head of Office/Department, considers it necessary to withhold permission, UPSC will be intimated accordingly within forty-five days of the closing date for receipt of applications by UPSC. If no intimation is received by UPSC within this time, permission will be presumed.

5. Release on selection by UPSC.— Once an application is forwarded to UPSC, the release in the event of selection should be as a matter of rule, except under special circumstances where relief may not be possible. In such cases, the fact should be communicated immediately to the Commission as well as to the employee.

6. Applications from employees under disciplinary proceedings.— Application for appointment, by direct recruitment, deputation or absorption will not be considered/forwarded, if—

(*i*) the employee is under suspension; or

(*ii*) disciplinary proceedings are pending against him and a charge-sheet has been issued; or

(*iii*) sanction for prosecution, where necessary, has been accorded by the Competent Authority; or

(*iv*) where a prosecution is not necessary, a charge-sheet has been filed in a Court of Law against him for criminal prosecution.

When the conduct of a Government servant is under investigation, but the investigation has not reached the stage of issue of charge-sheet or prosecution sanction or filing charge-sheet for criminal prosecution in a Court, his application may be forwarded with brief comments on the nature of allegations. It should be made clear that, in the event of actual selection, he would not be released for taking the new appointment, if by that time charge-sheet is issued/filed in a Court of Law.

The above procedure is applicable for applications forwarded to UPSC also.

7. Registration with Employment Exchange.—

(*i*) *Temporary employees.*— May be allowed to register with the Employment Exchange under intimation to the Head of Office. Objection, if any, will be communicated by the Head of Office to the employee and the Exchange in which case the employee will not be nominated for any post.

(*ii*) *Permanent employees.*— May be allowed to register with the Employment Exchanges, only if the registration is for a higher post on production of 'No Objection' certificate from the Head of Office. In case of selection by Government Departments/PSUs, benefit of retention of lien for two/three years allowed. After reversion to parent department, the employee will not be given a 'No Objection' certificate for at least two years.

8. Applications for employment in private or industrial firms.—The employee is required either to resign or retire before applying for a post in private sector. He may submit resignation/voluntary retirement notice in case he is eligible, and ask for permission to apply for employment in the private sector pending the acceptance of resignation or expiry of the notice of retirement, as the case may be. Permission may be granted, if his retention in Government service is not necessary in the public interest. There is no question of forwarding application for a private employment. While permission is given to persons proceeding on voluntary retirement, it should be made clear that such permission should not be taken as permission for commercial employment after retirement.

Commercial employment after retirement would be governed under Rule 10 of CCS (Pension) Rules, 1972.—*Chapter* 44.

6. Petitions to President

[Swamy's — Complete Manual on Establishment and Administration]

Proper course for redressal of grievances.— Proper course to press a claim or to seek redress of a grievance in any service matter of a Government employee is to address his immediate superior, or the Head of Office, or such authority at the lowest level competent to deal with the matter. In the event of rejection of the claim or inordinate delay in disposal, an appeal or representation to higher authority can be made. Representations to still higher authorities, e.g., the Secretary, the Minister or the President should not be made unless all means of securing attention of redress from lower authorities have been exhausted. Even in such cases, representations to be submitted through the proper channel. (There will be no objection at that stage, but only at that stage, to an advance copy of the representation being sent direct.)

Instructions governing the submission, receipt and transmission of petitions addressed to the President in respect of service matters

1. Form and manner of petition.— The petition (which includes a memorial, representation, letter or an application of the nature of a petition) should be (*i*) legible preferably in typescript or print, (*ii*) signed by the petitioner, and (*iii*) in the official language of the Union or any of the regional languages specified in the Eighth Schedule to the Constitution. If the petition or enclosures are in regional languages, a translated copy in English or Hindi should be furnished.

2. Time-limit for submission of petition.—Within six months of date of communication of the order against which the petition is submitted. Satisfactory reasons should be explained for delay beyond this period.

3. Contents.— (*i*) Should be complete in all respects duly supported by copy of the order complained against as well as copies of orders, if any, passed by subordinate authorities; (*ii*) to contain all material statements and arguments relied upon; (*iii*) should not contain any disloyal, disrespectful or improper language, and (*iv*) if it is Review Petition under CCS (CCA) Rules, it should mention how the Revision Petition was disposed of. The petition should finally end with a specific prayer.

4. Method of submission of petition.—To be submitted to the Prescribed Authority through the Head of Office. (Prescribed Authority: Head of Department in the case of Attached/Subordinate Offices, Secretary in the case of Ministries/Departments, Chief Commissioner/Lt.–Governor in the case of Union Territories, and the appropriate Principal Staff Officer at the Army/Navy/Air Force Headquarters, the Engineer-in-Chief, Army Headquarters in respect of Civilian Personnel of Military Engineering Service.)

5. Forwarding of the petition by the Department.—Head of Office/ Department will forward the same through the usual official channel, to the Prescribed Authority, with a concise statement of the facts material thereto and all relevant papers, and an expression of his opinion, unless there are special reasons to the contrary.

6. Withholding of petitions by Prescribed Authority.—In the following circumstances, a petition can be withheld by the Prescribed Authority:—

(*i*) if the petitioner has not complied with any of the prescribed provisions; or

(*ii*) if the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition, and where the delay is not satisfactorily explained; or

(*iii*) if a previous petition on the same subject has already been disposed of by the President, and if the present petition does not disclose any new facts or circumstances for reconsideration; or

(*iv*) if the petition is against a decision which is final by any law, statutory rule; or

(*v*) if the application for redress has not been made to the authority competent to pass orders on such cases.

7. Petitioner to be informed when a petition is withheld.— Withholding of petition and reasons therefor should be intimated to the petitioner.

8. Procedure for transmission of petitions not withheld.—If the Prescribed Authority is the Head of Department, he will forward the petition to the Secretary of the Ministry with all relevant material, papers, etc., and his opinion, unless there are special reasons to the contrary. If the Prescribed Authority is the Secretary of the Ministry, he will consider the petitions received by him as also the petitions forwarded by Head of Department in accordance with the provisions of the Rules made by President for the transaction of the business of the Government of India.

9. Final orders and action thereon.— On receipt of final orders, the Prescribed Authority will himself give effect to the same or ensure action by the competent authorities. If the Prescribed Authority is the Head of Department, he should submit a compliance report to the Secretary within three months of receipt of the final orders.— *Chapter* 55.

7. Casual Labour

[Swamy's — Complete Manual on Establishment and Administration]

1. Guidelines for recruitment of casual labour.—

(*i*) Not to be recruited for work of regular nature, but only for work of casual or seasonal or intermittent nature or not of full-time nature, for which regular posts cannot be created.

(*ii*) Review should be made to see whether the work presently done by casual labour could be entrusted to regular staff and action should be taken for revision of norms or for creation of additional posts.

(*iii*) Where work of more than one type is to be performed throughout the year, a multifunctional post may be created with the concurrence of Ministry of Finance.

2. Daily Wages.— If the nature of the casual workers and regular employees is the same, casual workers should be paid at $\frac{1}{30}$th of pay at the minimum of pay scale of the regular post *plus* D.A. (No. CCA/HRA will be taken into account).

If the nature of work is different, minimum wage as notified by the State Government/ UT as per the Minimum Wages Act, 1948, is payable.

3. Weekly off.— One paid weekly off after six days of continuous work.

4. National Holiday.— Daily wage is admissible for a National Holiday falling on a working day for them.

5. No payment for other days of absence.— Except on weekly off days and a National holiday, no payment is admissible when duty is not performed.

6. Appointment in Group 'D' posts.— Casual labourers not registered with Employment Exchange should not be appointed in regular posts. Those appointed through Employment Exchange and possessing minimum 2 years' continuous service as casual labour in the office/establishment are eligible for appointment to regular post without further reference to Employment Exchange. Those recruited directly without reference to Employment Exchange should register and then put in 2 years' service for becoming eligible for regular appointment if nominated by Employment Exchange.

7. Two years' continuous service.—The benefit referred to in previous Para. will be available if the casual labourer has put in at least 240 days of service (206 days in the case of offices observing 5-day week) including broken periods of service during each of the two years' service.

8. Ban on engagement of casual workers for duties of Group 'C'.— There is complete ban on engagement of casual workers for duties of Group 'C' posts.

8. Bonus

[Swamy's — Complete Manual on Establishment and Administration]

(*i*) **Productivity-Linked Bonus**

(*ii*) ***Ad hoc* Bonus**

Conditions common to both the type of Bonus:

1. Eligibility.—Admissible to all non-Gazetted employees without any pay limit.

2. Quantum of Bonus.—Every year bonus granted as equivalent to emoluments for certain number of days for the relevant financial year.

3. Emoluments.—'Emoluments' include basic pay, special pay, personal pay, SI, deputation (duty) allowance, dearness allowance, special allowance and training allowance paid to faculty members of training institutions. (Other allowances not included.)

4. Maximum limit.—Restricted to that admissible for the emoluments of Rs. 2,500 p.m[1].

5. Suspension.—Period excluded from calculation for the year, but will be taken into account if the period is regularized as duty.

Conditions applicable for PLB:

1. Average Emoluments.— Quantum of PLB for the number of days declared every year to be calculated on the average emoluments drawn for the relevant financial year, i.e., emoluments for April to March next.

2. *Pro rata* PLB.—If the employee leaves service on resignation/ retirement, etc., during the year, *pro rata* PLB to be calculated for the number of days in service.

Conditions applicable for ad hoc Bonus:—

1. Applicability.—Eligible employees in departments not covered by PLB.

2. Eligibility.—Employee should have been in service on the last day of the relevant financial year, i.e., 31st March and emoluments as on and 31st March taken into account. In the case of retirement/death during the year, *pro rata ad hoc* Bonus admissible if a minimum service of six months put in during the year. Fraction of a month after minimum six months to be rounded to the nearest month. (There is no provision for *ad hoc* Bonus in cases of resignation.)

3. *Ad hoc* employees.—Eligible, if they have completed minimum 6 months' service on 31st March.

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[1] Requires revision consequent to Fifth Pay Commission's Recommendations.

4. EOL/*Dies non*/Suspension.—Periods to be excluded while calculating the completed months of service during the year. However, if suspension period is regularized as duty, this will be taken into account.

5. Casual Labour.—Eligible if they have worked for at least 240 days in each year for three or more years as on 31st March of the relevant financial year. Quantum of Bonus determined on a notional monthly wage of Rs. 1,200 irrespective of actual monthly wages. Condition of being in service on 31st March not applicable.

***General*:—**

1. Rounding off.—The amount of bonus calculated in all cases to be rounded to the nearest rupee.

2. Accounting.—Payment chargeable under the head "Salaries".— *OM, dated* 16-9-1998 read with OM, dated 28-9-2000.

9. Engagement of Consultants

[Swamy's — FR & SR, Part-I]

1. Criteria and limitations.—

(*i*) Consultants may be engaged to undertake specific jobs of a specialized nature or for attending to specific and time-bound jobs like preparation of Project Reports, etc., and not for routine day-to-day work. In exceptional cases where a consultant is engaged for regular work, the post earmarked for such work should be kept vacant till the work is completed.

(*ii*) Consultants can be engaged on full-time or part-time basis. Full-time Consultants will not be allowed to take up any other assignments during the period of consultancy. No such restriction for part-time Consultants.

(*iii*) Strength of Consultants should be restricted to 10% of the total number of posts at the level of Joint Secretaries and above within the Ministry/Department including Attached/Subordinate Offices except in the case of Planning Commission where the maximum is up to 25 persons.

(*iv*) Number of retired employees should not exceed two at any time. Proposals for engagement beyond this limit in exceptional cases should be submitted to Department of Personnel and the Ministry of Finance.

2. Period of engagement.—

Outside experts	up to 2 years
Retired/Retiring Government employees	up to 6 months

3. Age-limit.—For retired Government employees— 62 years.

4. Fee.—

(*i*) Consolidated fee will be decided in each case by Ministries/ Departments in consultation with their Financial Adviser, after taking into account all the relevant factors, including the level of the post last held in Government subject to the following ceilings:—

(*a*)	Outside experts	Full time Rs. 26,000 Part-time Rs.13,000 p.m.
(*b*)	Retiring/Retired Government servants	Full time Rs. 13,000 p.m. Part-time Rs. 6,500 p.m.

(*ii*) DA/CCA/HRA or any other relief not admissible in addition.

(*iii*) Fee should be fixed at an appropriate amount and not routinely at the maximum.

(*iv*) (*a*) Fee *plus* pension should not exceed last pay drawn for full time consultants and for part-time consultants. The fee should not exceed 50% of last pay drawn. (*b*) For pre-1-1-1996 retirees, last pay drawn will be the notional pay in the revised scale, as on 1-1-1996. (*c*) Approval of the Appointments Committee is necessary if fee is proposed higher than these limits.

(*v*) Payment of fee on a lumpsum basis or in 2 or 3 instalments can also be considered, keeping in view the quantum of work handled.

5. T.A./D.A.—As per normal rules applicable to any serving officer of an equivalent rank in the Ministries/Departments.

6. Telephone Facilities.—Not entitled.

7. Transport.—Not entitled. However, reimbursement of conveyance charges allowed (under the DFPRs) on the same terms and conditions admissible to serving officers of equivalent rank. Use of staff car for private purposes and also for journeys between residence and office not permissible.

8. Residential Accommodation.—Not entitled from Central Government Pool. However, there is no objection if the department allots accommodation from its Pool, subject to approval by the Administrative Ministry/Department.

(Any relaxation in cases of (6) and (7) above will be with concurrence of Ministry of Finance.)

9. Half-yearly Returns.—Ministries/Departments should send half-yearly returns in the prescribed Pro forma giving details of the Consultants employed in the Ministry/Department/Attached/Subordinate Offices as on 1st January and 1st July to the Department of Personnel & Training by the 10th January and 10th July respectively. —*Appendix*-12.

10. Both husband and wife are Central Government servants — What if ?

1. Medical Attendance/Treatment.— (1) The couple together with all family members form a single unit for medical claims unless they are judicially separated. The husband and wife should furnish a joint declaration as to who will prefer the claim for reimbursement in respect of the spouse and family members. The declaration may be revised in the event of promotion, transfer, resignation, etc., of either.

(2) In the absence of a declaration, the husband will prefer the claim.

(3) When the wife elects to prefer claim, she will be free to choose either her parents or parents-in-law for purposes of medical benefits. The declaration in this regard may be changed as often as the circumstances require, taking into account the change of place of posting.—*Section* 4, *Swamy's—Medical Attendance Rules*.

(4) Judicially separated couple are treated as separate entities for preferring the claim. Either of them may include the children in the declaration of family.— *GID* (5), *Swamy's—Medical Attendance Rules*.

2. House Building Advance.— (1) If both of them are eligible for the advance, the advance will be admissible to only one of them.

(2) The total of their pay will be taken into account only for the purpose of computation of cost-ceiling limits but not for the quantum of advance.— *Swamy's —HBA Rules, Rule* 2, *GID* (2).

3. Children's Educational Assistance.— (1) Children's Education Allowance/Reimbursement of Tuition Fee/subsidy for purchase of books/ Hostel Subsidy, will be admissible to any one parent only.

(2) If the spouse is employed outside Central Government, allowance/ Reimbursement/subsidy can be drawn only if the spouse is not entitled to similar benefit from his/her employer. A declaration is required to be obtained to this effect.— *Order* 5, *CCS* (*EA*) *Orders*, 1988.

4. F.P. Special Increment.— May be drawn by either, option being given to choose the higher of the two increments available.—*FR* 27, *GIO* (11).

5. Leave Travel Concession.—They can declare separate Home Towns and may claim the concession separately for the members of their respective families. Children will be eligible for the benefit in one particular block as members of the family of one of the parents only. If husband or wife avails the facility as a member of the family of the other, he or she is not entitled for claiming the concession for self independently.—*D.P.T., O.M. No.* 31011/ 8/89-*Estt.* (*A*), *dated* 8-5-1990.

6. Travelling Allowance.—If transferred at the same time or within six months from one and the same old station to one and the same new station in public interest, either may prefer the claim, the other being treated as a member of the family. Only one lumpsum grant will be payable. But the cost of transportation of personal cars of both husband and wife will be reimbursed if they require separate cars in public interest.— *SR* 116, *GIOs* (8) *and* (9).

7. Family Pension.— (1) A Government servant/pensioner can receive family pension in addition to own pay or pension, if the spouse dies.

(2) In the event of such surviving husband/wife also dying, the child/children of the deceased parents will be granted two family pensions subject to the limits prescribed.—*Rule* 54 (11), *CCS* (*Pension*) *Rules*.

8. House Rent Allowance.— (1) Both are entitled to draw HRA even if they work in the same station and live together but not provided with Government accommodation.

(2) A Government servant whose spouse is allotted accommodation at the same station by Central/State Government, an Autonomous Public Undertaking or semi-Government Organization will not be eligible for house rent allowance irrespective of whether or not the non-allottee employee resides in that accommodation.—*FR & SR, Part - V*.

9. Central Government Health Scheme.— (1) The spouse drawing higher pay will contribute to the Scheme. Parents of the non-contributing employee will not be eligible for the Scheme's benefits.

(2) However, a female contributor has the option to include her parents-in-law, instead of her parents, in the family for availing of the medical benefits.— *G.I., M.H., O.M. No. F.* 6 (1)-54-*Hosp., dated* 31-5-1954 *and F.* 4 (1)-18/63 - *H, dated* 3-3-1966.

(3) If both the Government servants contribute, parents of both will be eligible for the benefits.

(4) Judicially separated couple are treated as separate entities.— *G.I., M.H., O.M. No. F.* 21-12/63-*H.* (*M*), *dated* 16-12-1964.

10. Allotment of Residence.— (1) The title of each of them will be considered independently.

(2) Only one residence will however, be allotted, except in the case of judicial separation.

(3) If the husband/wife who is an allottee of a residence is subsequently allotted a residential accommodation in the same station from a Pool to which the Allotment Rules, 1963, do not apply, he/she should surrender any one of the residences within one month. This condition will not, however, apply if they do not reside together due to judicial separation.—*Allotment of Government Residences* (*General Pool in Delhi*) *Rules,* 1963.

11. Posting of husband and wife at the same station

[Swamy's — Complete Manual on Establishment and Administration]

The Government has laid down the following guidelines for the cadre controlling authorities to consider requests of husband and wife when both are Government servants and employees of Public Sector Undertakings for posting at the same station, with utmost sympathy:—

(1) ***Where the spouses belong to the same All India Service or two of the All India Services, namely, IAS, IPS and IFS*** (***Group 'A'***):

The spouses will be posted to the same Cadre by providing for a Cadre transfer of one spouse to the Cadre of the other spouse subject to their not being posted by this process to their home cadre. Postings within the Cadre will, of course, fall within the purview of the State Government.

(2) ***Where one spouse belongs to one of the All India Services and the other spouse belongs to one of the Central Services:***

The Cadre controlling authority of the Central Services may post the officer to the station, or if there is no post in that station to the State where the other spouse belonging to the All India Service is posted.

(3) ***Where the spouses belong to the same Central Service:***

The Cadre controlling authority may post the spouses to the same station.

(4) ***Where one spouse belongs to one Central Service and the other spouse belongs to another Central Service:***

The spouse with the longer service at a station may apply to the appropriate Cadre controlling authority who may post the said officer to the station, or if there is no post in that station to the State, where the other spouse belonging to the other Central Service is posted.

(5) ***Where one spouse belongs to an All India Service and the other spouse belongs to a Public Sector Undertaking:***

The spouse employed under the PSU may apply to the competent authority who may post the person to the station, or if the PSU has no post therein, to the State where the other spouse serves.

(6) ***Where one spouse belongs to a Central Service and the other spouse belongs to a PSU:***

The PSU spouse may apply to the competent authority who may post the officer to the station, or if the PSU has no post therein, to the State where the other spouse serves. If, however, the request cannot be granted because the PSU has no post in the said station/State, then the Central Service spouse may apply to the appropriate Cadre controlling authority who may post the person to the station, or if there is no post in the station, to the State where the PSU spouse serves.

(7) ***Where one spouse is employed under the Central Government and the other spouse is employed under the State Government:***

The Central Government spouse may apply to the competent authority who may post the person to the station, or if there is no post in that station, to the State where the other spouse serves.

2. These are only illustrative and not exhaustive. Cases not covered by the guidelines have to be dealt with in the spirit of the guidelines and the objective of enabling a husband and wife to lead a normal family life and ensuring the education and welfare of their children — as far as possible and within the constraints of administrative convenience.—*Chapter* 61.

12. Incentives for Hindi

[Swamy's — Complete Manual on Establishment and Administration]

1. Cash Awards for passing the examination, through training classes, under Hindi Teaching Scheme.— All employees are eligible for Cash Awards on the basis of marks obtained:—

Marks obtained	Prabodh Exam.	Praveen/Pragya Exam.
70% or more marks	Rs. 400	Rs. 600
60 % or more but less than 70 %	Rs. 200	Rs. 400
55 % or more but less than 60%	Rs. 100	Rs. 200

Not eligible.—

An employee (*a*) who has already passed the primary/higher examination conducted by a school/Government agency/private body, with Hindi as a subject/medium, or (*b*) whose mother tongue is Hindi, Punjabi, Urdu, Kashmiri, Sindhi, Marathi, Gujarati, Bengali, Oriya, Assamese or other allied language is not eligible.

2. Cash Awards will be in addition to Lumpsum Awards/Personal Pay under Paras. (5) and (10).

3. Cash Awards for acquitting creditably in Hindi Typewriting and Hindi Stenography examinations under the Hindi Teaching Scheme.— Non-Gazetted employees eligible on the basis of marks obtained:—

Hindi Typing	Hindi Stenography	Cash prize of each
97% or more marks	95% or more marks	Rs. 600
95% or more but less than 97%	92% or more but less than 95%	Rs. 400
90% or more but less than 95%	88% or more but less than 92%	Rs. 200

Not eligible.—

An employee (*a*) who knows Hindi Typewriting/Stenography even before joining service, (*b*) who has received training or passed the Hindi Typewriting/Stenography Test from a recognized institution and (*c*) for whom training in Hindi Typewriting/Stenography is not obligatory, is not eligible.

4. (1) Cash Awards admissible even to those who qualify by making use of Electronic Typewriters, Computers, Word Processors. (Effective from January, 1996).

(2) Admissible in addition to Lumpsum Awards/Personal Pay admissible under Paras. (5) and (10).

(3) On receipt of the results of the examinations from the Directorate of Education (Examination Branch, Old Secretariat, Delhi), Ministries/ Departments to obtain particulars of their meritorious candidates for deciding Cash Awards and issue sanctions in favour of eligible candidates.

5. Lumpsum Awards for passing the examinations through own efforts.—Lumpsum Awards as under admissible (*a*) to operational staff, and (*b*) to those posted at places where there are no training centres under the HTS or where there are no arrangements for imparting training in the concerned classes, for passing, through one's own efforts, the examination of the HTS and such Hindi examinations conducted by the recognized Voluntary Hindi Organizations.

(1)	Prabodh and Praveen examination of HTS (for each).	Rs. 500
(2)	Pragya examination of HTS	Rs. 600
(3)	Hindi Typewriting examination of HTS *	Rs. 400
(4)	Hindi Stenography examination of HTS * (*including those who qualify by making use of Electronic Typewriters, Computers/Word Processors).	Rs. 750
(5)	Such Hindi examination conducted by the Voluntary Hindi Organizations recognized by the Government of India as equivalent to or higher than the Matriculation examination.	Rs. 600
(6)	Hindi Diploma Course examination of the Central Hindi Directorate.	Rs. 600

6. Conditions.—

(1) Lumpsum Awards admissible in addition to Cash Awards under Paras. (1) and (3).

(2) The prescribed examination to be passed within fifteen months of first appearance at the said examination.

Not eligible:—

(1) Employees (*a*) who have passed Matriculation/equivalent/higher examination with Hindi as a subject in any form or through Hindi medium or (*b*) whose mother tongue is Hindi, or (*c*) who have been exempted from the in-service training in Hindi are not eligible for Cash Award for passing any Hindi examination.

(2) Those who have passed the Middle (Class VIII)/equivalent/higher examination with Hindi as a subject in any form or through Hindi medium are not eligible for Cash Awards for passing the Prabodh/Praveen examination.

(3) Those who have passed the Primary (Class V)/equivalent/higher examination with Hindi as a subject in any form or through Hindi medium are not eligible for the award for passing Prabodh examination.

(4) An employee is not eligible for the award for passing Hindi Typewriting/Stenography examination, if (*a*) he had a speed of 25 w.p.m. in Hindi Typewriting/80 w.p.m. in Hindi Stenography before joining Government service, or (*b*) he received training and passed a test in Hindi Typewriting/Hindi Stenography from a recognized institution, and (*c*) training in Hindi Typewriting/Stenography is not obligatory.

(5) Employees who pass an examination higher than the one prescribed for them as the final examination, will not be eligible for lumpsum award thereto.

(6) Employees (other than operational staff attending training class occasionally) who had received training at any HTS centre even for a small period not eligible for lumpsum award on passing the examination pertaining to that training.

7. Sanctions.—To be issued by the Ministries/Departments and the Heads of Departments to whom the powers have been delegated.

8. Free text books for private candidates.—Will be provided to those preparing privately for examinations conducted by HTS only, as in the case of trainee attending Hindi classes. Concession not admissible for examinations conducted by Voluntary Hindi Organizations or the Central Hindi Directorate.

9. Grant of advance for payment of fees for training in Hindi Typewriting/Stenography at private institutions.—

(1) Employees eligible for lumpsum awards on passing Hindi Typewriting/Stenography may be granted advance of Rs. 100/Rs. 200 respectively.

(2) Amount of advance limited to 6 months fees for Typewriting and 12 months fees for Stenography training.

(3) Advance to be granted after three months of admission in the private institution and after obtaining certificate about regular attendance/satisfactory progress of the employee.

(4) Advance recoverable from lumpsum award admissible on passing the examination. If he does not pass Typewriting Examination within one year/Stenography examination within $1\frac{1}{2}$ years, advance to be recovered in four equal instalments.

10. Hindi Personal Pay.—Personal Pay equal to one increment for 12 months granted for passing the Hindi/Hindi Typewriting/Hindi Stenography examination of HTS, and securing marks as under, in the examination prescribed as a final course of study. Personal pay will be admissible only to those employees (Gazetted/Non-Gazetted) for whom the particular course has been prescribed as the final course of study.

Prescribed Examination	Gazetted	Non-Gazetted
Pragya	Mere Pass	Mere Pass
Praveen	60% or more	55% or more
Prabodh	...	55% or more
Hindi Typewriting	...	Mere Pass
Hindi Stenography	90% or more	Mere Pass

11. Conditions.—

(1) Conditions for grant of Cash Awards applicable for Personal Pay also.

(2) Stenotypists and Stenographers (both Gazetted and Non-Gazetted) whose mother tongue is not Hindi, eligible for grant of two increments (absorbable in future increments) on passing Hindi Stenography examination.

(3) Option to be exercised within 3 months from the date of declaration of results (or date of joining if results declared while on leave), for drawal of increment either from the first of the month following the announcement of results, or from the date of annual increment falling due after the results. Personal Pay will not be granted if option not exercised within 3 months. Extension of time may be allowed in special cases.

(4) For those passing all the examinations in quick succession, Personal Pay admissible separately for each examination for 12 months.

(5) For LDCs during training in Hindi Typewriting or before results are declared or after results are declared but before they start drawing the Personal Pay, the rate and the period will be as applicable as if they had not been promoted.

(6) On promotion from a non-Gazetted post to a higher non-Gazetted post, the Personal Pay will be continued at the same rate and for the full periods. On promotion from a non-Gazetted post to a Gazetted post, Personal Pay will be continued for the remaining period only, if he would have drawn it in the Gazetted post. The rate and the period will be as if he had not been promoted to the higher post.

(7) Employee granted Personal Pay while holding a higher post will draw the same, on reversion, at the rate equal to increment in the lower post for the remaining period, subject to the condition that pay *plus* Personal Pay do not exceed the maximum of pay scale of the lower post.

(8) Employee at the maximum of his grade pay eligible for Personal Pay equal to the last increment for 12 months or till he/she gets promotion. In special cases, Personal Pay continued for full period even after promotion. Personal Pay granted to non-Hindi speaking English Stenographers for passing Hindi Stenography examination not admissible after promotion to higher post.

(9) Personal Pay also admissible on passing such Hindi examinations conducted by the Voluntary Hindi Organizations recognized by the

Government as equivalent to or higher than Matriculation and the Parichaya examination of the Central Hindi Directorate.

(10) Personal Pay sanctioned by the respective Ministries/Departments/Offices/UT Administrations and expenditure borne by them.

12. Conveyance charges for non-Gazetted staff/for attending Hindi classes.—

(*a*) *For proceeding from/return to office.—*

Actual bus/tram/train fare between the office and the classes if the distance each way is more than 1.6 km paid under contingencies after obtaining certificate of attendance from the Instructor. In the absence of public transport, two trainees may hire a rickshaw or four trainees a tonga and claim proportionate charges at the fixed rates.

(*b*) *For proceeding from/return to residence.—*

If the place of duty is on the way from residence to training centre and the distance between residence and training centre exceeds distance from place of duty to training centre by more than 1.6. km. Fare from office to training centre or difference of fares between residence to training centre and residence to place of duty and also fare for return journey from training centre to place of duty.

If the place of duty is not on the way from residence to training centre and the distance between residence and training centre exceeds distance from place of duty to training centre by more than 1.6. km — Fare from residence to training centre and back.

13. Conveyance charges/T.A. for attending Hindi examination.— If the officials do not attend office on the examination days and proceed to examination centre direct from residence.—

(*i*)	Where the office and residence are at a distance of more than 1.6 km but less than 8 km.	Actual conveyance charges by public conveyance from office to examination centre limited to actual expenses incurred.
(*ii*)	Where the distance between the office and the examination centre is more than 8 km and the distance between residence and examination centre is more than 1.6 km but less than 8 km.	Actual conveyance charges by public conveyances.
(*iii*)	If distance between examination centre and office and examination centre and residence both exceed 8 km.	T.A. admissible under SR 130.

14. Conveyance charges for attending Hindi examination while on leave.—T.A. under SR 130 admissible if office and residence are at a distance of more than 8 km from examination centre. In other cases, conveyance charges by public conveyance allowed, if distance between examination centre and the office/residence is more than 1.6 km.

15. Attending Hindi examination treated as duty.—During the day(s) of examination and the reasonable time for the journey, Government servants appearing for Hindi examinations may be treated as on duty. However, if the examination is on the forenoon or afternoon only, the employee may be required to attend office in the afternoon/forenoon unless exempted in any case specifically.

16. Incentive Scheme for doing work in Hindi.—

(*i*) *Eligibility.*— Officers/employees of all categories doing official work wholly or partly originally in Hindi, who write at least 20,000 words in Hindi in a year in Regions 'A' and 'B' (i.e., Bihar, Haryana, Himachal Pradesh, Madhya Pradesh, Rajasthan, Uttar Pradesh, Gujarat, Maharashtra and Punjab States and U.T. of Andaman and Nicobar Islands, Delhi and Chandigarh) and at least 10,000 words in Hindi in a year in Region 'C' (i,e., other than Regions 'A' and 'B' mentioned above). Besides original noting/drafting, this includes such other items of work done in Hindi which can be verified, e.g., entries in registers, preparation of lists, accounting work, etc. Stenos/Typists covered by some other scheme for encouraging use of Hindi in official work not eligible, as also Hindi Officers/Translators.

(*ii*) *Prizes.*— Cash Awards given to the participants every year as under:

	Independently for each Ministry/ Department/ Attached Office	Independently for each Subordinate Office
I Prize (2 prizes)	Rs. 1,000 each	Rs. 800 each
II Prize (3 prizes)	Rs. 600 each	Rs. 400 each
III Prize (5 prizes)	Rs. 300 each	Rs. 300 each

An Assessment Committee formed for the purpose will examine the record of work done in Hindi by each competitor in the prescribed pro forma and recommend sanction of prizes. The Head of Department can sanction the same and a list of prize winners sent to the Home Ministry. The Assessment Committee will allot 70 marks for the quantum of work and 30 marks for clarity in expression of thought. An additional weightage of 20 marks will be given to the competitors whose mother tongue is Tamil, Telugu, Kannada, Malayalam, Bengali, Oriya or Assamese.

17. Incentives to officers for giving dictation in Hindi— General guidelines for preparation of the scheme to be followed by the Ministries/ Departments are—

(*i*) All officers having stenographic assistance can participate.

(*ii*) The scheme to be operated on financial year basis.

(*iii*) Officers participating in the scheme to maintain a record of dictation in Hindi in the prescribed pro forma.

(*iv*) An award of, say Rs. 1,000, may be prescribed. The number of awards may be two as well— one for officers having their declared Home Town in Regions 'A' and 'B' and the other for those with declared Home Town in Region 'C'.

(*v*) Award to be given on the recommendations of a senior officer nominated as Assessment Officer for this purpose or a Committee constituted.—*Chapter* 83 *read with OM, dated* 16-9-1998.

13. N.O.C. for Passport

[Swamy's — Complete Manual on Establishment and Administration]

1. Grant of 'No Objection Certificate' for Passport.— Central/State Government/Statutory Body/PSU employee is required to produce "No Objection Certificate" from his department for applying for passport facilities under the Passport Rules, 1980.

2. Guidelines for issue of NOC.—

(*i*) *Particulars to be furnished by the employee.*—

(*a*) The country to be visited.

(*b*) The object of the visit.

(*c*) The time of the visit.

(*ii*) *Points to be considered and verified by the department.*—

(*a*) The nature of work the Government servant is handling in the Department and other subsidiary factors like general behaviour, associations, etc.

(*b*) Whether any disciplinary/vigilance case is pending or contemplated against him.

(*c*) Whether there are grounds to believe that the applicant could figure adversely on the security records of the Government.

If the employee does not attract any of the above grounds, an 'NOC' may be invariably issued in his favour.

3. Authorities competent to issue 'NOC'.—Decision to grant 'NOC' to be taken at the level of an Officer not below the rank of Director/Joint Secretary to Government or equivalent, or Head of Office though he may be of lower rank. An Officer not below the rank of Under Secretary to the Government or equivalent to be authorized to sign the 'NOC'.

14. Staff Associations

[Swamy's — Complete Manual on Establishment and Administration]

RECOGNITION OF SERVICE ASSOCIATIONS

1. CCS (RSA) Rules. 1993.— Central Civil Services (Recognition of Service Associations) Rules, 1993, came into force from 5-11-1993 in supersession of 1959 Rules.

2. Application.—Applicable to Service Associations of all Central Government servants covered by CCS (Conduct) Rules, 1965, including civilian employees in Defence Services. Not applicable to industrial employees of the Ministry of Railways and workers in Defence Installations for whom separate rules exist.

3. Conditions for recognition.—

(*i*) Application to be submitted with Memorandum of Association, Constitution, Bye-laws, Names of Office-bearers, etc.

(*ii*) Primary object of the Association to be of promoting common service interest of members of a distant category.

(*iii*) Association to be organized centrally on All Ministry/Department basis and to represent at least 35% of total number of employees in that particular category. There is provision to have a second association with at least 15% of total number of employees. Such central association can have branches and the minimum percentage would not apply to branches.

(*iv*) Membership to be restricted to a distinct category of employees and all such employees being eligible for membership.

(*v*) Employees in service to be members or office-bearers. However, as a transit measure, retired/ex-employees permitted to continue up to two years from the date of recognition.

(*vi*) Service Association not to represent interests of any caste, tribe, religion, etc.

(*vii*) Funds, exclusively of subscriptions and Government grants, if any, to be applied only for the objects of the Association.

4. Conditions for continuance of recognition.—

(*i*) The Association to abide by the Constitution/Bye-laws. Any amendment to the same requires Government's prior approval.

(*ii*) Representations, only on matters of common interest to members, but not individual cases, to be submitted through proper channel, and not to contain any disrespectful/improper language.

(*iii*) List of Members/Office-bearers, up-to-date copy of the rules and audited accounts to be furnished to the Government annually before 1st July.

(*iv*) Should not maintain any political fund or propagation of the views of any political party.

(*v*) Should not publish any periodical/magazine/bulletin without Government permission.

(*vi*) Should not act or assist any member to act in contravention of CCS (Conduct) Rules, 1965.

5. Check-off system of verification.—Subscription to be deducted from payrolls on written consent of the official in favour of a particular association. Subscription to more than one association not allowed. Check-off system of verification followed to verify the membership of an Association on the basis of deduction of subscriptions. Other guidelines and schedule for conduct of verification on membership of Association to be followed.

6. Withdrawal of Recognition.— Can be done after giving opportunity to the Association, on its failure to comply with any of the conditions.

7. Guidelines on the features of Constitution/Bye-laws of a Service Association.—

(*i*) Accounting year — 1st April to 31st March.

(*ii*) Elections for office-bearers/members of Executive Committee to be conducted by the Association. (Periodicity to be mentioned). Department not to associate with the Elections, except that an official may act as an observer, if so desired by the Association.

(*iii*) Office-bearers to have fixed term not exceeding two years and number of office-bearers/members of Executive Committee to be proportionate to the total membership.

(*iv*) Provision to be made in the Constitution that any amendment to be done only after Government approval.

(*v*) Rate of subscription to be deducted from pay.

(*vi*) Number of delegates from branches/units for attending Annual General Meeting to be specified; number of branches also to be specified. No separate recognition necessary for branches.—*Chapter* 32.

JOINT CONSULTATIVE MACHINERY

1. Scope.—Scheme covers all regular Central Government civil employees, except (*i*) Members of Group 'A' Services, (*ii*) Group 'B' Services other than CSS and other comparable service in the Headquarters organization, and those in supervisory capacity in the pay scale the maximum of which exceeds Rs, 2,900 (IV Pay Commission Scale), (*iii*) persons in industrial establishments in managerial/ administrative capacity, (*iv*) employees of Union Territories and (*v*) Police personnel.

2. Constitution.—The Scheme is of a 3-tier Council, (*i*) Joint Council at National level, (*ii*) Departmental Council and (*iii*) Regional/Office Council.

3. National Council.— Consists of (*i*) Official Side up to 25 members nominated by Government which will include Cabinet Secretary, Secretaries of Ministries of Home Affairs, Labour, Communications, Defence, Finance (Department of Expenditure and Revenue) and Railways, and (*ii*) Staff Side up to 60 members nominated by the recognized Unions/Associations. Cabinet Secretary will be the Chairman and Staff Side to have a leader. Each side will have its own Secretary/Secretaries.

National Council will deal with matters affecting employees generally, e.g., minimum remuneration, Dearness Allowance, Pay of common categories. Matters of interest to employees of a single Department will not be dealt with by National Council. Meetings to be held at least once in 4 months. Special meeting can be held by the Chairman on his own, or on request of Official/Staff Side.

4. Departmental Council.— Constituted at the headquarters of each department, with Official Side 5 to 10 members and Head of Ministry/Department as Chairman and Staff Side 20 to 30 members nominated by the recognized Associations/Unions of the Department concerned.

Departmental Council will deal with only matters affecting employees in the department. To hold at least three meetings in a year.

5. Regional/Office Council.—Where structure of department permits, Regional/Office Councils constituted with Official/Staff Sides. Strength to be determined by side of the employees in a Region/Office. Meetings to be held once in two months. Head of Region/Office will be Chairman.

6. Tenure of Staff Side Members of JCM. — Unions/Associations to nominate their representatives for a 3-year term. Re-nomination of same member permissible. Vacancies caused by death, retirement, resignation, etc., filled for the unexpired term.

7. Jurisdiction and Functions of JCM. — All matters relating to conditions of service and work, welfare of employees and improvement of efficiency and standards of work. In regard to recruitment, promotion and discipline, matters limited to general principles only and not to include individual cases.

8. Compulsory Arbitration.— The scheme provides for compulsory arbitration when the matter cannot be settled by negotiations in the National/Departmental Councils in respect of (*i*) Pay and Allowances, (*ii*) Weekly hours of work, and (*iii*) Leave of class or grade of employees.

9. Non-arbitrable issues.— Issues other than those mentioned in Para. (8) above are not arbitrable. Government can take action on its own judgment. In case of disagreement, Staff Side can place their view points before a Committee of Ministers, consisting of concerned Minister, Labour Minister and Minister-in-charge of Ministry of Personnel.

10. Arbitrable issues.— If no agreement is reached on arbitrable issues, the matter to be transmitted to a Committee of the Council for further examination and report. Final disagreement can be recorded only after Cabinet's approval, and the matter referred to arbitration on a specific request by the Official or Staff Side. The Board of Arbitration consisting of three members, one from a panel of five names submitted by the Official Side, one from a similar panel submitted by the Staff Side and a Chairman, an independent person, will then be appointed. The Award by the Board shall be binding on both the Official and Staff Sides. The Parliament, however, has the authority to modify or reject and award on grounds of national economy or social justice.

11. Government orders on the Awards.— Government orders on the recommendations/Awards of the Board of Arbitration to remain in force for three years except where otherwise specified or modified by mutual agreement. Matters decided by Government on the recommendations of the Central Pay Commission will not be subject to arbitration for 5 years from the date of recommendations.— *Chapter* 33.

FACILITIES ADMISSIBLE TO STAFF SIDE MEMBERS UNDER JCM

1. Travelling Allowance to Members of National/Departmental Council.—

(*i*) *Purposes.*— For attending—

(*a*) Meeting of the National Council/Departmental Councils;

(*b*) Meeting held for finalization of the agenda of the meetings of the National/Departmental Councils;

(*c*) Meetings of Committees set up by the National/Departmental Councils;

(*d*) Meetings held for finalization of the Minutes of the meetings of the National/Departmental Council or its Committees; and

(*e*) Meetings or discussions attended by Staff Side members in pursuance of the decisions taken on disagreement recorded on non-arbitrable items.

(*ii*) *Time spent for attending meeting.*—Treated as duty including time for travel and also when called earlier or detained after meeting for informal consultation.

(*iii*) *Entitlements.*—

(*a*) *Rail*: AC 3-Tier in Rajdhani Express and AC 2-Tier or First class in other trains.

(*b*) *Air*: Members of Standing Committee of the National Council may travel by air, to attend meetings of the National Council or the Standing Committee.

(*c*) *D.A*: Flat rate of Rs. 230 per day for stay in Government/ Public Sector Guest House or makes his own arrangements and Rs. 505 per day while staying in Hotel, etc. (These are flat rates and no deductions to be made).— *O.M. No.* 8/4/98- *JCA, dated* 17-11-1998.

2. T.A./D.A./Conveyance Hire for attending meeting held at the place of the headquarters:—

A. MEMBERS WHO ARE SERVING EMPLOYEES

1. *For Journeys within* 8 *km of place of duty:*

(*a*)	Where meetings are held on holidays	Conveyance hire at scheduled rate (i.e., actual expenses) by the mode of conveyance actually used.
(*b*)	Where meetings are held outside office hours on working days and the employee comes from his residence to attend the meeting.	Conveyance hire as at (*a*) above from residence to the place of meeting and back to office or residence, as the case may be.
(*c*)	Where meetings are held outside office hours and the employee goes to the meeting from the place of duty.	Conveyance hire at Scheduled rate (i.e., actual expenses) by the mode of conveyance actually used from place of duty to the place of meeting and from there to residence.
(*d*)	Where meetings are held during office hours.	Conveyance hire at Scheduled rate (i.e., actual expenses) by the mode of conveyance used from place of duty to place of meeting/and from there to place of duty or residence according as he goes back to his place of duty or to his residence.

2. *For Journeys beyond* 8 *km of place of duty* (within Municipal limits).

(*a*)	When the member goes to the place of meeting from the place of duty.	$\frac{1}{2}$ D.A.
(*b*)	When the member goes to the place of meeting from residence and attends office or after the meeting.	$\frac{1}{2}$ D.A.

(*c*)	When the member attends meeting from his residence and does not attend office on that day—	
	(*i*) Where the distance from residence to place of meeting *minus* distance from residence to the place of duty is less than 8 km.	Conveyance hire at Scheduled rates from residence to place of meeting and back.
	(*ii*) Where the difference of the distance in (*i*) is more than 8 km.	$\frac{1}{2}$ D.A.

B. MEMBERS WHO ARE RETIRED EMPLOYEES OR EX-EMPLOYEES

(*a*)	Where meeting is held beyond 8 km from residence.	$\frac{1}{2}$ D.A. admissible.
(*b*)	Where meeting is held within 8 km from residence.	Conveyance hire at Scheduled rates (i.e., actual expenses) by the mode of Conveyance actually used from residence to place of meeting and back.

3. T.A. to Regional/Office Council Members.—

(*i*) *Purpose*: For attending the meetings of the Third Level/Regional Councils.

(*ii*) *Entitlement*: First class by Rail irrespective of their normal entitlement.

(*iii*) *D.A*: At normal rates admissible to them while on duty subject to the following minimum:—

Classification	Stay in Govt./PSU Guest House or making his own arrangement	For stay in Hotel or other Estt. providing boarding and/or lodging at Scheduled Tariff
	Per day	Per day
A-1 Class	Rs. 200	Rs. 380
A Class	Rs. 160	Rs. 305
Other places	Rs. 105	Rs. 200

— *O.M. No.* 8/4/98-*JCA, dated* 17-11- 1998.

(*iv*) *Conveyance hire*: As admissible for members of National/ Department Council.

4. For retired/ex-employees.—T.A. reckoned on the distance from the place of normal residence to the place of meeting or on such shorter distance actually travelled.

5. Advance of T.A.—Admissible under the normal rules applicable to the member. Payment from imprest also permissible. In the case of retired/ ex-employees, T.A. up to 75% of their entitlement admissible subject to their furnishing an undertaking in the prescribed form.

6. Ex-employees who are Members of Parliament.—T.A. admissible at the highest rates allowed for Government servants of the first grade.

7. Special Casual Leave.—*See* subject under Section 9.

8. Union functionaries of JCM not to be shifted from main administrative Office to Subordinate Office.— The President and General Secretary of the Branch Unit of the recognized Union/Association who are members of the Staff Council should not, except for special reasons, be shifted from main Administrative Office to Subordinate Office (including other offices or buildings).—*Chapter* 33.

FACILITIES FOR TRADE UNION ACTIVITIES

1. Holding meetings in Office Premises.—Recognized Unions/Associations normally permitted to hold meetings on open land outside the Security Zone of Office/Factory premises; also within the premises if sufficient space can be spared for the purpose without detriment to security/office work.

2. Display of Notices in the office premises.—Recognized Unions/ Associations allowed to have their own Notice Boards in the office premises and to display notices relating to (*i*) meetings, (*ii*) statements of accounts, (*iii*) elections, (*iv*) reminders to membership in a general way about the dues and (*v*) announcements relating to matters of general interest to members but not in the nature of criticism, subversive of discipline, objectionable/offensive language or attacks on individuals directly or indirectly.

3. Foreign service to full time functionaries of Unions/Associations.— On request from recognized Trade Unions/Associations, a Government employee can be released on foreign service terms to serve as a full time Union functionary. Eligibility, duration etc., regulated under FRs.

4. Transfer of the Union Executive to the Headquarters.—The Chief Executive of the Union/General Secretary may be brought on transfer to the Headquarters of the Administrative Head as far as possible.— *Chapter* 33.

5. Flying Union Flags in office premises not allowed.—Erecting of flag masts and flying union flags either in office premises or in the vicinity of Telecommunications Buildings is not a trade union facility.— *Dept. of Telecom. OM, dated* 23-6-1989.

15. Use of Staff car for official purposes

[Swamy's — Staff Car Rules]

Use.— For bona fide official duty within headquarters, e.g., by officers proceeding to places to attend official meetings.— *Rule* 8.

Official journeys within Headquarters:

1. of officers not below the rank of Deputy Secretary to attend parties, receptions, etc., on invitation extended by virtue of their office;

2. to take officers from or to their residence when required to attend meetings held outside duty point during working hours or meetings held outside working hours;

3. to remove, in emergency, an officer suddenly taken ill or meeting with an accident, from office to hospital or residence;

4. of non-Gazetted staff also for bona fide official purpose with the prior approval of the Controlling Officers.—*Rule* 8, *Note* 2.

5. of non-official who have to attend an official meeting in public interest and have to be left at their office/residence after the meeting is over.—*Rule* 8, *Note* 1.

Tour Journeys:

1. (*a*) Touring Officers in the metropolitan cities of Delhi, Mumbai, Kolkata and Chennai should not use staff cars for journeys to Airport/Railway Station/Bus Station, etc., and back in connection with official tours. In exceptional circumstances, they may be used for such journeys with the written sanction of the Secretary of the concerned Department. However, staff cars can be used for the journeys to and from Airport between 8 p.m. and 8 a.m. only.—*Rule* 13-A, *GIO* (1).

(*b*) While the above restriction shall not apply in other places, the Touring Officer should not draw mileage allowance, if they use staff cars for the said purpose. They should give a certificate in their T.A. bill whether or not they used the staff car.—*Rule* 13.

(*c*) In the event of diversions from the normal route for picking up or dropping the officer's family, charges for the extra mileage involved are recoverable from the officer as per Rules 21 and 22.—*Rule* 13-A *and Note thereunder.*

2. Staff cars should not be used for official journeys outside headquarters for which T.A. is admissible, except with the written sanction of the Secretary to the Ministry. The Secretary may delegate this power (*i*) to the Joint Secretary-in-charge of Administration in Delhi/New Delhi, and (*ii*) to the Head of the Organization having the staff car, in places outside Delhi.—*Rule* 9.

3. A Touring Officer may use the staff car at the halting stations for journeys between halting place/residence and office within municipal limits, provided—

(*a*) no staff car is exclusively placed at his disposal; and

(*b*) the journeys are properly entered in the Log-Book.—*Rule* 15.

Touring Officer's journeys between halting place/residence and office for non-duty purposes should be treated as private and charged accordingly.— *Note below Rule* 15.

4. Touring Officer using the staff car shall not take his family members with him unless permitted to do so in exceptional case by an officer not below the rank of a Joint Secretary/Head of the Department. In such cases, the officer shall pay for the use of the staff car at the prescribed rates.— *Rule* 23.

5. Staff cars should not be used by officers on leave.— *Rule* 23-*B*.

6. Staff cars may be used occasionally for non-duty purposes by Gazetted Officers not below the rank of Deputy Secretary and this should not interfere with official requirements. Staff car should not be used for journeys to places of entertainment, public amusements, parties and pleasure trips, etc.

7. Duty journeys shall have preference over non-duty journeys.— *Rules* 16, 18 & 20.

8. Compensation may be paid to victims of road accidents involving staff cars and the Drivers of such staff cars are liable for departmental action for recovery of loss/criminal action, if considered necessary.—*Rule* 45.

16. Use of staff car for private purposes

[Swamy's — Staff Car Rules]

1. The use of staff cars for non-duty journeys is completely banned.

2. In case, however, staff car has to be used for non-duty journeys due to some unavoidable circumstances, besides getting the journeys regularized, recoveries should be effected from the concerned official at the following rates:—

(*a*) Rs. 4.50 per km or part thereof for small cars (up to 16 hp);

(*b*) Rs. 6.00 per km or part thereof for big cars (over 16 hp).

In addition, detention charges at Rs. 3.00 per hour for periods of detention, whether within or outside the normal working hours of the staff cars, and overtime allowance, if any, payable to the Chauffeur, are recoverable.

Charges would be for distance covered from the time the car leaves Office/Garage till it returns to Office/Garage.— *Rules* 21 & 22.

3. Officers of the rank of Secretary and above and Chief Executives of Autonomous/Statutory Bodies are allowed the use of official cars for private purposes up to 500 km per month on payment at the following rates:—

(*a*)	for cars up to and including 16 hp ...	Rs. 350 p.m.
(*b*)	for cars above 16 hp ...	Rs. 450 p.m.

Half-yearly period of April-September and October-March will be taken into account to adjust monthly excesses against shortfalls. The additional kilometres over a half-yearly period will be charged at the rates indicated in Para. 2.—*Rules* 16 *to* 22 & *GIOs thereunder.*

4. Officers of the rank of Joint Secretary and above and the Heads of Departments of the Central Government in the Senior Administrative Grade may at their option, avail the facility of using the staff cars for journeys from residence to office and back *or* opt for drawing Transport Allowance. If they opt for using the staff car, they need not make any payment but they will not be entitled to Transport Allowance. If they opt for drawing Transport Allowance, the facility of staff car will be withdrawn from the date of their option.—*Rule* 8, *GIO* (1).

17. Holidays

[Swamy's — OTA to CG Employees]

Central Government offices will observe 17 holidays in a calendar year.

Fixed holidays.— Of these 17 holidays, following 14 holidays will be compulsorily observed in all Central Government offices throughout India:—

1. Republic Day
2. Independence Day
3. Mahatma Gandhi's Birthday
4. Buddha Purnima
5. Christmas Day
6. Diwali
7. Dussehra (Vijaya Dasami)
8. Good Friday
9. Guru Nanak's Birthday
10. Idu'l Fitr
11. Idu'l Zuha (Bakrid)
12. Mahavir Jayanti
13. Muharram
14. Prophet Mohammed's Birthday

Remaining three holidays.—The Employees' Co-ordination Committee in the State Capital shall decide the three holidays, if necessary, in consultation with other Co-ordination Committees functioning in the same state, get prior approval of the Ministry of Personnel & Training and then notify the same. The list so notified will apply uniformly to all the Central Government Offices in the State and any change thereafter can be made only with the prior approval of the Ministry of Personnel & Training.

The holidays should be decided on the basis of local importance of the occasions and in consultation with the staff representatives, out of the following festive occasions:—

1. An additional day for Dussehra
2. Holi
3. Janmashtami
4. Ramanavami
5. Maha Shivaratri
6. Ganesh Chaturthi/Vinayak Chaturthi
7. Makarasankranti
8. Rath Yatra
9. Onam
10. Pongal
11. Sripanchami/Vasant Panchami
12. Vishu/Vaisaki/Vaisakhadi/Bahag/Bihu/Meshadi/Ugadi/Chaitra Sukladi/Cheti Chand/Gudi Padava/1st Nabratra/Nauraj.— *Order* (1), *Annexure*-III *and OM, dated* 28-12-1998.

Change in date of Muslim Holidays.—Any change in date of holiday in respect of Idu'l Fitr, Idu'l Zuha and Muharram depending upon sighting of the Moon, would be notified by—

(*i*) the Ministry of Personnel and Training, for officers in Delhi/New Delhi; and

(*ii*) the CGE Welfare Co-ordination Committees or the Heads of Offices (where such Committees are not functioning) based on the decision of the concerned State Government/Union Territories.

(*iii*) If the change has to be notified at a very short notice, it could be announced through AIR/TV/Newspaper and the Central Government offices may take action accordingly without waiting for formal orders about the change of date.— *Order* (2), *Annexure*-III.

Diwali (Deepavali).—The date may be changed to the date of holiday declared by the concerned State Government.— *Order* (2), *Annexure*-III.

Industrial/Commercial/Trading Establishments.— Central Government Organizations which include Industrial, Commercial and Trading Establishments would avail three national holidays as compulsory holidays and select the remaining 14 holidays themselves on year-to-year basis.

Restricted holidays.—Two restricted holidays may be availed of from a list drawn up each year to include occasions of local importance in addition to the occasions left out in the 12 optional holidays listed above.

These orders are applicable to administrative staff and staff in operative offices.—*D.G., Telecom, No.* 12/15/77-*TE, dated* 31-12-1997.

Some categories of employees (excluded and other categories) not getting the 17 holidays should be allowed at least 12 holidays inclusive of 3 National Holidays.— *Order* (5), *Annexure*-III.

Declaration of holidays on election days.—When General Elections to Lok Sabha/State Assemblies or Bye-Elections to Lok Sabha are held on a day other than a Sunday or a closed holidays, the day of polling will be declared as a holiday for Central Government Offices.— *Order* (4), *Annexure*-III.

18. Stipend and training expenses not to be recovered when relieved to take up new appointment

[Swamy's — Complete Manual on Establishment and Administration]

1. A Central Government servant, an employee of a Central Public Enterprise or an employee of an Autonomous Body wholly or substantially owned/financed/controlled by the Central Government, receiving scientific and technical training at the expenses of the Government/Enterprises/an Autonomous Body is required to execute a Bond undertaking to repay the stipend and training expenses in the event of his failure to serve the organization for a stipulated period after completion of training.

2. The term of the Bond in this regard is not to be enforced against such an employee, who leaves service of the Government/ Enterprise/Autonomous Body to secure, with proper permission, employment under the Central Government, or a State Government, or an Autonomous Body wholly or substantially owned/financed controlled by the Central Government. In such a case, a fresh Bond will be taken to ensure that he serves the new employer for the balance of the Bond period. In case he fails to serve the new department/organization, etc., or leaves it before completion of the original Bond period, for a job, where exemption from Bond obligations is not available, the proportionate Bond money should be realized from the individual and refunded to the first department/organization, etc., with whom he originally executed the Bond.

3. These orders cover all aspects of training, including apprenticeship. The exemption from recovery of expenses applies to all types of expenditure — direct and indirect — including payments made as Training Allowance and stipend.

4. These orders will also apply to cases where an employee of the Central Government, a Central Public Enterprise/an Autonomous Body wholly or substantially owned/financed/controlled by the Central Government is selected for a post/service (other than private employment), for which he has applied before joining the department/organization, etc., with whom he has executed a Bond.— *Chapter* 59.

19. Commercial Employment after Retirement

[Swamy's — Pension Compilation]

Retired Group 'A' Officers should not accept any commercial employment before the expiry of two years from the date of their retirement without obtaining prior sanction. If they accept such appointments without prior sanction, Government may withhold the whole or part of the pension for such periods.—*Rule* 10.

Retired Group 'B' Officers need not get prior sanction of the Government. They should intimate the office they served last before retirement if they take up any commercial employment within two years of their retirement. The intimation should contain information as to whether or not they have had any official dealing while in Government service, with the private employer, with whom they are taking up the employment.—*Rule* 10, *GID* (7).

Retired Engineers of Gazetted rank and other Gazetted Officers employed as engineering administrators who seek commercial employment as Contractors in connection with Government works or as employees of such Contractors within two years of their retirement should obtain prior permission.—*Rule* 10, *GID* (1).

20. *Ex gratia* Pension/Family Pension to C.P.F. Retirees

[Swamy's—Pension Compilation]

Central Government Employees in receipt of pay up to Rs. 500 p.m. who had rendered not less than 20 years of continuous and retired prior to 18th November, 1960 with Contributory Provident Fund benefits are eligible for the grant of *ex gratia* pension.

Central Government Employees who had rendered not less than 20 years of continuous service and retired with CPF benefits during the period from 18th November, 1960 to 31st December, 1985 are also eligible for the grant of *ex gratia* pension at the rate of Rs. 600 p.m. from 1-11-1997.

The widows and dependent children of the deceased CPF beneficiaries who had retired from service prior to 1-1-1986 are eligible for the grant of *ex gratia* family pension. In the case of widow/widower, it is payable till death or re-marriage, whichever is earlier. In the case of dependent son, it is payable till he attains the age of 25 years or gets employed, whichever is earlier. In the case of dependent unmarried daughter, it is payable till she attains the age of 25 years or gets employed or gets married, whichever is the earliest.

Rates of *ex gratia* pension/family pension p.m. from 1-11-1997:

Categories of beneficiaries	Pay drawn at the time of retirement	Consolidated *ex gratia* pension/family pension from 1-11-1997
		Rs.
A. Families of pre-1986 CPF retirees/deceased employees	...	605
Retirees of pre-1960 period	Rs. 80 or less	654
	Rs. 81 - 130	659
	Rs. 131 - 200	703
	Rs. 201 - 500	965
B. Those retired between 18-11-1960 and 31-12-1985	...	600

Dearness Relief at the following rates will be admissible on the amount of *ex gratia* pension/family pension:—

Period		Percentage of Relief	
From	To	For Category 'A'	For Category 'B'
1-1-2000	30-6-2000	30%	38%
1-7-2000	31-12-2000	33%	41%
1-1-2001	30-6-2001	35%	43%
1-7-2001	31-12-2001	37%	45%
1-1-2002	30-6-2002	41%	49%
1-7-2002		44%	52% (*Expected*)

—*Appendix*-14.

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Income Tax

[Swamy's — Income Tax on Salaries]

[*Based on Finance Act,* 2002]

1. Income from Salary

Income.— Income is classified under the following heads:—

1. Salaries.
2. Income from House Property.
3. Profits and Gains of business or profession.
4. Capital gains and
5. Income from other sources.

We are dealing with (1) and (2) only.

Tax deduction at source.— Every employer should deduct income tax at source in monthly instalments on the salaries disbursed by him, final adjustment being made from the last salary payable before the end of March. For this purpose, the employer has to take into account only the income under "Salaries" excepting cases where additional income is permitted to be taken into account, like income from house property.

Filing of return.— Every person whose taxable income exceeds the maximum amount which is not chargeable to tax has to file a return with the Income Tax Officer in the appropriate form including the income from other heads, if any, and pay balance of tax, if any, as self-assessed tax. Where he has income from other sources and by adding them with salaries, his tax liability exceeds by $33\frac{1}{3}$ % of tax liability on salaries alone, he should file an estimate of his total income and pay the difference in tax as advance tax in three equal instalments. This will apply only if the advance tax so payable exceeds Rs. 5,000 for the year.

In addition, every person who satisfies one of the prescribed six conditions, should also file a return and obtain a PAN Number irrespective of his income— *See* Subject 5 in this Section.

Definition of salary.— Salary *includes* all kinds of pay, DA, overtime allowance, bonus, leave salary, advance of pay, compensatory allowance, value of rent-free quarters, fees, honoraria, reimbursement of tuition fees, pension, subsistence allowance, interim relief, and house rent allowance to the extent not exempted under Section 10 (13-A).

However, 'salary' does not include—

1. T.A. granted on transfer/tour.
*2. Composite Hill Compensatory Allowance.
3. Any special compensatory allowance in the nature of Border Area Allowance or Remote Locality Allowance or Difficult Area Allowance or Disturbed Area Allowance.
* 4. Tribal Area Allowance.
* 5. Special allowance granted to those working in any transport system to meet their personal expenditure.
6. Children Educational Allowance not exceeding Rs. 100 p.m. per child up to a maximum of two children.
7. Hostel Subsidy not exceeding Rs. 300 p.m. per child up to a maximum of two children.
8. Transport allowance up to Rs. 1,600 p.m. for handicapped employees and Rs. 800 p.m. for others.—*Section* 10.

Salary Income.— Salary due, whether paid or not, advance salary and arrears of salary paid will be chargeable to income tax for that year. Advance salary and arrears of salary are taxable on receipt basis, but relief can be claimed on accrual basis, if it is advantageous to the employee.—*Sections* 15 *and* 89.

Salary received from any United Nations Organization is not taxable.

Incomes which are fully exempt from tax.— Incomes listed below become fully exempt from tax in the case of Government servants—

Death/Retirement Gratuity.

Commuted value of pension (including commutation on full pension on permanent absorption in PS Undertakings).

Any payment in commutation of pension received from a fund under Clause (23-AAB) of Section 10 of I.T. Act.

Cash equivalent of leave salary paid on quitting service.

Leave Travel Concession.

House Rent Allowance.— If the employee is living in a rented house, exemption is allowed to the extent of the least of the following:—

(*a*) the actual amount of HRA received;
(*b*) rent paid in excess of 10% of the salary.
(*c*) 50% of the salary if the residence is at Mumbai, Kolkata, Delhi or Chennai; 40% of salary if the residence is situated at any other place.

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* Subject to the maximum limits prescribed.

If an employee lives in his own house, or in a house where he does not pay any rent/pays rent not exceeding 10% of salary, no exemption available, and the entire amount of HRA drawn by him is taxable.

NOTE.—'Salary' for this purpose is pay *plus* DA, where DA is taken into account for pensionary benefits, CPF, etc.

Rent-free accommodation.— If the employee is living in a rent-free accommodation (unfurnished), an amount equal to the licence fee which would have been paid by an official of similar status not entitled to rent-free accommodation should be added to the salary. If the accommodation is furnished, there will be a further addition equal to 10 per cent per annum of the original cost of furniture provided or actual hire charges payable, if such furniture is hired from a third party.

Deductions.— From the salary income, the following deductions are admissible:—

1. Standard deductions.—

For those with salary income up to Rs. 1.5 lakh	...	$33\frac{1}{3}$ % subject to a maximum of Rs. 30,000
More than Rs. 1.5 lakh and up to Rs. 3 lakh	...	Rs. 25,000
More than Rs. 3 lakh and up to Rs. 5 lakh	...	Rs. 20,000
More than Rs. 5 lakh	...	NIL

Standard deduction is allowed to all salaried employees and pensioners on income chargeable under the Head "Salaries". —*Section* 16.

2. Profession Tax.— Actually paid. —*Section* 16.

3. Entertainment Allowance.—Received by the Government servant up to one-fifth of his salary or Rs. 5,000 whichever is less.—*Section* 16.

4. Contribution to the new Pension Fund of LIC.— Deposit towards the new annuity plan of the LIC [*vide* Clause (23-AAB) of Section 10] subject to a maximum of Rs. 10,000.—*Section* 80-CCC.

5. Medical Insurance.—Any premium paid BY CHEQUE subject to a maximum of Rs. 10,000 towards medical insurance on the health of the assessee/spouse/dependent parents/any member of the family. However, if any of the persons covered under the medical insurance is a senior citizen, i.e., 65 years of age or more during the relevant year, deduction will be allowed up to a maximum of Rs. 15,000. This is applicable to insurance under any scheme sponsored by the General Insurance Corporation of India.—*Section* 80-D.

6. Handicapped dependant.—A sum of Rs. 40,000, if any expenditure was incurred towards treatment/maintenance/rehabilitation of a physically handicapped/blind/mentally retarded dependant, and/or any deposit was made under any scheme framed by the LIC or UTI for providing payment of annuity or lumpsum to a handicapped dependant of the assessee.—*Section* 80-DD.

7. Deduction in respect of medical treatment.— Expenditure actually incurred up to Rs. 40,000 for treatment of such disease or ailment as may be prescribed in the IT Rules in respect of the assessee or his dependent relative. If the person for whom such expenditure is incurred is a "senior citizen", the maximum will be Rs. 60,000. In both the cases, the deduction under this section will be reduced by the amount received under medical insurance policy, if any.— *Section* 80-DDB.

8. Education.— If an assessee has taken any loan from any financial institution or charitable institution for purpose of his higher education, the amount of repayment of such loan (including interest) made during the year subject to a maximum of Rs. 40,000 can be deducted till the loan is cleared or for eight years, whichever is earlier.— *Section* 80-*E*.

9. Donations.— Donations for charitable purposes fall under two categories, (*a*) those which can be taken into account by the Disbursing Officer and (*b*) those for which assessees can get refund only through their Annual Income Tax Return from the ITO concerned.

In respect of some donations, the entire amount can be claimed as deduction while for others, only 50% of the donated amount will be taken into account.

Donations which can be taken into account by the Disbursing Officer.

1.	Jawaharlal Nehru Memorial Fund	Fifty per cent of the total donation to be deducted from the taxable income
2.	Prime Minister's Drought Relief Fund	
3.	National Children's Fund	
4.	Indira Gandhi Memorial Trust	
5.	Rajiv Gandhi Foundation	
6.	National Defence Fund	
7.	Prime Minister's National Relief Fund	Whole amount of donation to be deducted from the taxable income
8.	Prime Minister's Armenia Earthquake Relief Fund	
9.	Africa (Public Contribution—India) Fund	
10.	National Foundation for Communal Harmony	
11.	A University or any Educational Institution of National eminence as may be approved by the prescribed authority in this behalf	
12.	The Chief Minister's Earthquake Relief Fund, Maharashtra	
13.	Government or to any such authority, institution or association approved in this behalf by the Central Government to be utilized for promoting family planning	

14.	Any Zilla Saksharata Samiti constituted in any district under the chairmanship of the Collector of that District for the purpose of improvement of primary education in villages and towns in such district and for literacy and post-literacy activities	Whole amount of donation to be deducted from the taxable income
15.	National Blood Transfusion Council of any State Blood Transfusion Council	
16.	Any fund set up by State Government to provide medical relief to the poor	
17.	Army Central Welfare Fund or Indian Naval Benevolent Fund or Air Force Central Welfare Fund established by the Armed Forces of the Union	
18.	The Andhra Pradesh Chief Minister's Cyclone Relief Fund, 1996	
19.	The National Illness Assistance Fund	
20.	The Chief Minister's Relief Fund or the Lieutenant-Governor's Relief Fund in respect of any State or Union Territory, as the case may be	
21.	National Sports Fund set up by the Central Government	
22.	National Cultural Fund set up by the Central Government	
23.	Fund for Technology Development and Application set up by the Central Government	
24.	The National Trust for welfare of persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities.	

[In respect of any other donations to approved institutions/charitable trusts under Section 80-G, the employees has to claim refund from the ITO.]

—*Section* 80-G *and CBDT Circular regarding deduction of tax at source.*

10. Deduction in the case of assessees who are partially/totally blind or physically handicapped resident persons.—A sum of Rs. 40,000 may be deducted from the total income of the assessee, if he is—

(*a*) totally/partially blind; or

(*b*) subject to or suffers from a permanent physical disability of any one of the following:—

(*i*) permanent physical disability of more than 50 per cent in one limb; or (*ii*) permanent physical disability of more than 60 per cent in two or more limbs; or

(*iii*) permanent deafness with hearing impairment of 71 decibels and above; or

(*iv*) permanent and total loss of voice.—*Section* 80-U.

Taxable income is arrived at by subtracting the above admissible deductions from the total income and is rounded off to the multiple of ten rupees, rupees five and above being rounded off to the next higher ten rupees.

Income tax is calculated at the appropriate rates. The total amount is rounded off to the rupee, fifty paise and above being rounded off to the next higher rupee.

Rebate in Tax—Incentive for savings.— Rebate in tax is allowed in respect of payment/contribution to the following:—

(*i*) Insurance premia.

(*ii*) Subscription/contribution to provident fund/public provident fund.

(*iii*) Contribution towards CGEG Insurance Scheme.

(*iv*) Investments in National Savings Certificates VIII issue. Accrued interest on NSC is also deemed to be reinvested and benefit is allowed.

(*v*) Unit-linked insurance plan.

(*vi*) Investments in Government approved securities.

(*vii*) Subscription to any such deposit scheme of the National Housing Bank as the Central Government may notify in this behalf.

(*viii*) In respect of purchase/construction of residential house property—

(*a*) any instalment or part payment of amount due under self-financing or other schemes of any Development Authority/ Housing Board or any Company or Co-operative Society of which the Government servant is a member;

(*b*) repayment of loans taken from Government/Bank/LIC/public companies as HDFC/Co-operative Societies, engaged in providing long-term finance for purchase/construction;

limited to Rs. 20,000 in a year.

(*ix*) Investment up to Rs. 10,000 to units of any Mutual Fund notified under Clause 23-D of Section 10 or the Unit Trust of India.

(*x*) Contribution to any pension fund set up by any Mutual Fund (notified under Clause 23-D of Section 10) notified as such by the Government.

Rebate.—

Taxable Income	Rebate (% of Savings)
Up to Rs. 1 lakh subject to the conditions specified	30%
Up to Rs. 1,50,000	20%
Rs. 1,50,001 to Rs. 5,00,000	15%
Rs. 5,00,001 and above	Nil

Rebate for women assessees.—If the assessee is a woman and below the age of 65 years, she will be entitled to deduction of an amount equal to hundred per cent of her tax or Rs. 5,000, whichever is less.— *Section* 88-C.

Rebate for Senior Citizen.—An assessee who is 65 years or more of age, will be entitled to a rebate equal to one hundred per cent of the tax or Rs. 15,000, whichever is less.— *Section* 88-B.

Income Tax Rates

(for individuals)

Assessment Year 2003-04 — Financial Year 2002-03

Net income range	Rate of income tax
Up to Rs. 50,000	Nil
Rs. 50,001 to Rs. 60,000	10% of the amount by which the total income exceeds Rs. 50,000
Rs. 60,001 to Rs. 1,50,000	Rs. 1,000 *plus* 20% of the amount by which the total income exceeds Rs. 60,000.
Rs. 1,50,001 and above	Rs. 19,000 *plus* 30% of the amount by which the total income exceeds Rs. 1,50,000.

Surcharge:— If the taxable income is more than Rs. 60,000, a surcharge of 5% will be payable on the net tax payable, i.e., after allowing for the rebate under Sections 88-A, 88-B and 88-C.

2. Income from house property

Under the Income Tax Act, the employer is required to deduct at source the tax on salary only after allowing the permissible deductions. It is for the employee to include income under other heads, if any, and submit his annual return to the Income Tax Officer, paying balance of tax.

Where an employee has *income* under any other head, viz., income from house property, dividend, interest, etc., he can furnish the particulars of such income and tax deducted at source thereon to his employer in the prescribed form and the employer can compute the total tax liability taking into account such income also and deduct appropriate tax from salary. However, such computation should not reduce the tax deductible from the salary had other income not been taken into account.

'Loss' under the head 'Income from house property'.—In the case of let-out property, if the net income happens to be a loss, it can be set off against the income under other heads. In the case of self-occupied property, interest on borrowed capital can be set off against income under any other head, subject to a maximum of Rs. 30,000.

If the house property was acquired/constructed with capital borrowed on or after 1-4-1999 and acquisition/construction completed within three years of the financial year in which the capital was borrowed, interest up to Rs. 1,50,000 can be set off against income under any other head.

COMPUTATION OF INCOME FROM LET-OUT HOUSE PROPERTY

1.	Gross Annual Value: Amount for which the property might reasonably be let out or annual municipal valuation or actual rent received whichever is the highest	A
2.	*Less*: Corporation/Municipal Tax actually paid by the owner in the year	B
3.	Net Annual Value (A—B)	C
4.	*Deduction* u/s 24 30% of C	D
5.	Net chargeable income (C—D)	E

NOTE 1.— If 'E' is a minus figure, the loss can be set off against other income of the particular assessment year.

NOTE 2.— In respect of purchase/construction of residential house property, deduction up to Rs. 20,000 in a year is allowable towards repayment of principal under Section 88.

3. When salary is received in arrears

For the purpose of chargeability to tax, salary includes arrears of salary received in the year, irrespective of the years to which such arrears relate, if not taxed earlier on accrual basis. However, the recipient can claim relief which is computed in the following manner:—

1.	Calculate the tax payable on the total income, including the arrears, in the year in which the same is received	A
2.	Calculate the tax payable on the total income, excluding the arrears, in the year in which the same is received	B
3.	Difference between the tax at 1 and 2, i.e., A—B	C

4.	Compute the tax on the total income after excluding the arrears in the year to which the same relates	D
5.	Compute the tax on the total income after including the arrears in the year to which the same relates	E
6.	Difference between the tax at 4 and 5, i.e., E—D	F
7.	Excess of tax computed at 3 over tax computed at 6, i.e., C—F	G

G is the amount of relief admissible under the Act.

If G is a minus figure, no relief is admissible.

If the recipient of arrears of salary is an employee of the Government or any Public Sector Undertaking, he can furnish the prescribed particulars to his employer (Disbursing Officer) who will grant relief according to the provisions of Section 89 (1).

If the arrears relate to more than one year, they should be spread over the relevant years to which they pertain in the manner explained above and the amount of relief arrived at.— *Rule* 21-A and *Sections* 89 (1) & 192 (2-A).

4. How to reduce Income Tax by savings planning

I. The following are the payments in respect of which rebate in tax is granted while computing the tax payable by individual:—

(*i*) Insurance premium (Policies may be on the life of the assessee, his/her spouse and any child of the assessee).

(*ii*) Provident Fund contributions.

(*iii*) Contribution towards CGEGIS.

(*iv*) Investment in shares/debentures approved by CBDT.

(*v*) Contribution towards Unit-Linked Insurance.

(*vi*) Investments in National Savings Certificates VIII issue.

(*vii*) Annual accrued interest on NSC (VI & VIII) issues is deemed as re-investments.

(*viii*) Investment up to Rs. 10,000 to units of any Mutual Fund notified under Clause 23-D of Section 10 or the Unit Trust of India.

(*ix*) Contribution to any pension fund set up by any Mutual Fund (notified under Clause 23-D of Section 10) notified as such by the Government of India.

The maximum amount admissible for rebate is Rs. 70,000. However, an additional amount up to Rs. 30,000 will be admissible if such additional amount is invested in the debentures/equity shares notified by the Government.

II. Contribution to the new Pension Fund of LIC of India under Clause (23-AAB) of Section 10.— (The whole amount subject to a maximum of Rs. 10,000 is deductible from the taxable income).

III. Exemption of interest.—Interest earned from the following items is totally exempt from tax to the extent to which the investments, in each case, do not exceed the maximum amount permitted to be deposited:—

(*i*) Monthly payment on the 15-year annuity certificates issued by the Government;
(*ii*) Annual payment on National Defence Gold Bonds, 1980;
(*iii*) Premium on Redemption of Special Bearer Bonds, 1991:
(*iv*) Interest on—
  (1) 15-year Public Provident Fund;
  (2) Deposits in Post Office Savings Bank;
  (3) Any scheme of the fixed deposits governed by the Government Savings Certificates (Fixed Deposit) Rules, 1968;
  (4) Any scheme of fixed deposit governed by the Post Office (Fixed Deposit) Rules, 1968 and Special Deposit Scheme; 1981;
  (5) Deposit under the scheme for retiring employees of Government/PSUs.—*Section* 10 (15).

Interest received by an assessee from the following sources is admissible for deduction in computing the income for the purpose of income tax:—

(*i*) Interest on Government securities.
(*ii*) Interest on National Savings Certificates VI, VII and VIII Issues, Social Security Certificates but not on annuity deposits;
(*iii*) Interest on debentures/bonds issued by a Co-operative Society or any other notified institutions (including a Public Sector Company) and State Electricity Boards;
(*iv*) Interest on deposits under notified National Deposit Scheme, National Savings Scheme and Compulsory Deposit Scheme;
(*v*) Interest on deposits under Post Office (Time Deposits) and Post Office (Recurring Deposit) Schemes;
(*vi*) Interest on deposits with a banking company and Co-operative Bank and interest on deposits with the Industrial Development Bank of India;
(*vii*) Interest on deposits with financial corporation engaged in providing long-term industrial finance in India and approved by the Central Government;
(*viii*) Interest on deposits with or dividends received from any public company formed and registered in India with the main object of carrying on the business of providing long-term finance for construction or purchase of residential houses in India;
(*ix*) Interest on deposits with State Housing Boards;
(*x*) Interest on deposits with Co-operative Society of which the assessee is a member;
(*xi*) Interest on deposits under the Post Office (Monthly Income Account) Rules, 1987;
(*xii*) Dividends on shares in a Co-operative Society—*Section* 80-L.

The deduction will be subject to a maximum of Rs. 9,000 in respect of Items (*ii*) to (*xii*) *plus* an additional Rs. 3,000 in respect of Item (*i*).

Tax-free incomes.—Any receipts which are of a casual and non-recurring nature including winnings from lotteries to the extent such receipts do not exceed Rs. 5,000. For winnings from races, including horse races, the limit will be Rs. 2,500.— *Section* 10 (3).

5. Filing of Income Tax Returns

Every person whose total income exceeds the maximum amount not chargeable to tax, i.e., Rs. 50,000 and all individuals who satisfy any one of the following six criteria should file annual income tax return irrespective of their tax liability.

1. Occupation of immovable property exceeding a specified area either as owner or as tenant or otherwise in the notified cities.
2. Owner or lessee of a motor vehicle other than a two-wheeler.
3. Cellular phone subscriber not being a wireless in local loop telephone.
4. Incurred expenditure for self or for any other person on travel to any foreign country.
5. Holder of a credit card not being an ''add-on'' card.
6. Member of a club with entrance fee of Rs. 25,000 or more.

EXEMPTION:—1. Condition (1) does not apply to any individual who has attained 65 years of age but is not engaged in any business or profession.

2. Travel to any foreign country does not include travel to— Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka, Haj Pilgrimage to Saudi Arabia organized by Central Haj Committee, Mumbai and to China on a pilgrimage to Kailash Manasarover organized by Ministry of External Affairs.

The above provision applies to persons in all the urban areas as per 1991 Census.

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Postal Information

1. Inland Postal Tariff

	Rs. P.
1. Postcard	
(*a*) Single	0.50
(*b*) Reply	1.00
(*c*) Printed Postcard	6.00
(*d*) Competition Postcard	10.00
2. Inland Letter Card	2.50
3. Embossed Envelope	5.00
4. Letter Post (Maximum 2 kg)	
For every 20 g. or fraction thereof	5.00
5. Book Packets containing printed books only (Maximum 5 kg)	
For every 100 g. or fraction thereof	1.00
6. Book Pattern and Sample Packets (Maximum 2 kg)	
(*i*) First 50 g. or fraction thereof	4.00
(*ii*) Additional 50 g. or fraction thereof	3.00

7. Book packets containing periodicals registered with Press Registrar of India (Maximum 5 kg)

	Value of the periodicals		
	Up to Rs. 20	Rs. 21 to Rs. 50	Above Rs. 50
For the first 100 g.	2.00	4.00	8.00
For additional 100 g. or fraction thereof	3.00	5.00	9.00

	Rs. P.
8. Registered Newspapers (*Single Copy*) (Maximum 5 kg)	
(*a*) Up to 50 g.	0.25
(*b*) Exceeding 50 g. but not exceeding 100 g.	0.50
(*c*) Every additional 100 g. or fraction thereof	0.20
9. Registered Newspapers (*More than one copy of the same issue*)	
(*a*) Not exceeding 100 g.	0.50
(*b*) Every additional 100 g. or fraction thereof	0.20
10. Registration	
(*a*) Fee for each article	17.00
(*b*) Concessional registration fee for VPP containing printed books up to Rs. 50	2.50
(*c*) Fee for acknowledgement	3.00
(*d*) Registration Envelope	22.00
11. Parcels (Maximum 4 kg)	
(*a*) Postage for first 500 g.	19.00
For additional 500 g. or fraction thereof	16.00

	Rs. P.
(*b*) Home delivery fee for each parcel weighing more than 5 kg.	5.00
12. Insurance Fee	
(*a*) Where the value of insurance does not exceed Rs. 200	10.00
(*b*) For every additional Rs. 100 or fraction thereof	6.00
13. Value Payable Articles	
(*a*) VPP Fee	
(*i*) Up to Rs. 20	2.00
(*ii*) Exceeding Rs. 20 but not exceeding Rs. 50	3.00
(*iii*) Exceeding Rs. 50	5.00
(*b*) Warehousing charges per day (beyond 7 days)	
(*i*) For parcels	2.00
(*ii*) For other articles	1.00
(*c*) Cost of VP MO Form	0.25
(*d*) Enquiry Fee per article	0.50
14. Certificate of Posting	
For three articles or less	2.00
15. Recall of Postal articles	
Fee for each article	4.00
16. Late fee for each article	
(*a*) Unregistered articles	1.00
(*b*) Registered articles	2.00

	Rs. P.
17. Fee for Identity Card valid for 3 years from the date of issue	6.00
18. Air Mail Fee	
(*a*) **Packets (Other than Letters, Postcards, and Parcels)**	
(*i*) For the first 50 g. or fraction thereof	1.00
(*ii*) For every additional 50 g. or fraction thereof	0.50
(*b*) **Parcels**	
(*i*) For the first 50 g.	1.00
(*ii*) For every additional 50 g. or fraction thereof	0.50
19. Money Order (Maximum value Rs. 5,000 per money order)	
(*a*) Cost of MO Form	0.25
(*b*) Commission for every Rs. 20 or part thereof	1.00
20. Telegraphic Money Order	
Commission as for ordinary Money Orders —*Plus* Telegraph charges for the words in the telegram 'Ordinary' or 'Express', as the case may be *plus* Supplementary Fees—	
(*a*) Up to Rs. 50	2.00
(*b*) Rs. 51 to Rs. 200	3.00
(*c*) Exceeding Rs. 200	5.00
21. I.P.O Commission for each Postal Order	
(*a*) Value up to Rs. 10	1.00
(*b*) Rs. 20	2.00
(*c*) Rs. 50	5.00
(*d*) Rs. 100	10.00

2. Speed Post Services

All items (documents and merchandise) except those for which insurance is compulsory can be sent as Speed Post.

Categories.—

Domestic:	**All items**	Documents/Parcels, etc., insurance of which is not compulsory and meant for delivery within India.
International:	**Documents Papers, etc.**	Documents/Business Merchandise. Other than Documents, Trade Samples and gift items value not exceeding Rs. 2,000. All International items are to be presented in open condition at the Counter and accompany C2/CP3 Customs Declaration and other relevant documents for Customs purposes.
	Gold	Gold coins, gold ornaments, bullion, precious stones or jewellery can be sent by insured, the value of such insurance is up to one lakh rupees.

Size and Weight.—Size of the International/Domestic Speed Post article shall not exceed 1.5 metres for any one dimension or 3 metres for the sum of the length and the greatest circumference measured in a direction other than length. Maximum weight is 35 Kg. All articles weighing more than 200 gms. are to be presented in open condition or packed in such a way that they can be opened easily, if necessary, for security clearance at Airport. Door to door service is available for Domestic Speed Post, irrespective of weight.

Payment of Charges.—Speed Post charges may be paid in cash where MPCM is available. Postage Stamps, Service Stamps, franked articles with daily docket may also be accepted.

Proof of Delivery.—Proof of Delivery (PoD) is available only for **Domestic** Speed Post at a charge of Rs. 10. PoD facility is not available for International items. **PoD has to be treated as a Speed Post article at all stages.**

Speed Post Money Order (facility available for Speed Post cities only)

MO commission as for ordinary money order *plus* Speed Post Fee (Irrespective of the MO value) ...	Rs. 5.00
If payment desired on a Sunday/PO Holiday Holiday Delivery Fee	Rs. 3.00

Speed Post Tariff — Domestic

Weight in Grams	Local Rs.	Up to 200 km. Rs.	201-500 km. Rs.	Beyond 500 km. Rs.
Up to 50	15	20	30	45
51 to 200	15	30	30	45
201 to 500	20	40	40	55
Every Addl. One kg. or part thereof	10	15	15	30

Express Parcel Post Service

All articles up to 35 kg. in weight other than those specifically prohibited by the IPO Act, can be sent through surface. Registration and insurance not compulsory. Proof of delivery — Rs. 10 per article.

	Rate per kg.	
	Up to 10 kgs.	Beyond 10 kgs.
	Rs.	Rs.
Local parcels	10	8
Up to 1,000 km.	12	10
Beyond 1,000 km.	20	15

Distance between stations is based as per Railway time tables.

Local parcels refer to the localities within the city.

Weight slab is for a minimum of 2 kgs and subsequent slab will be 1 kg.

3. National Speed Post Centres —

Andhra Pradesh:

1. Guntur
2. Hyderabad
3. Kurnool
4. Tirupathi
5. Vijayawada
6. Vishakapatnam

Assam:

7. Dibrugarh
8. Guwahati
9. Jorhat
10. Silchar

Bihar:

11. Dhanbad
12. Jamshedpur
13. Muzaffarpur
14. Patna
15. Ranchi

Delhi:

16. Delhi

Gujarat:

17. Ahmedabad
18. Rajkot
19. Surat
20. Vadodara

Haryana:

21. Ambala
22. Faridabad
23. Gurgaon
24. Karnal
25. Kurukshetra
26. Panipat

Himachal Pradesh:

27. Dharamshala
28. Hamirpur
29. Mandi
30. Shimla
31. Solan

Jammu & Kashmir:

32. Jammu
33. Srinagar

Karnataka:

34. Bangalore
35. Belgaum
36. Bellary
37. Davanagere
38. Gulbarga
39. Hubli-Dharwad
40. Mangalore
41. Mysore
42. Raichur
43. Udupi

Kerala:

44. Aluva
45. Kochi
46. Kollam
47. Kottayam
48. Kozhikode
49. Thiruvananthapuram
50. Tiruvalla
51. Trissur

Madhya Pradesh:

52. Bhopal
53. Gwalior
54. Indore
55. Jabalpur
56. Raipur
57. Ujjain

Maharashtra:

58. Aurangabad
59. Mumbai
60. Nagpur
61. Nashik
62. Panaji
63. Pune
64. Thane

N-E. Region:

65. Agartala
66. Aizwal
67. Dimapur
68. Imphal
69. Kohima
70. Shillong

Orissa:

71. Berhampur
72. Bhubaneshwar
73. Cuttack
74. Rourkela
75. Sambalpur

Punjab:

76. Amritsar
77. Chandigarh
78. Jalandhar
79. Ludhiana
80. Pathankot
81. Patiala
82. Phagwara

Rajasthan:

83. Ajmer
84. Jaipur
85. Jodhpur
86. Udaipur

Tamil Nadu:

87. Chennai
88. Coimbatore
89. Cuddalore
90. Hosur
91. Kanchipuram
92. Karur
93. Madurai
94. Nagercoil
95. Pondicherry
96. Salem
97. Tiruchy
98. Tiruppur
99. Tuticorin
100. Vellore

Uttar Pradesh:

101. Agra
102. Allahabad
103. Bareilly
104. Dehradun
105. Ghaziabad
106. Gorakhpur
107. Kanpur
108. Lucknow
109. Meerut
110. Moradabad
111. Noida
112. Saharanpur
113. Varanasi

West Bengal:

114. Gangtok
115. Howrah
116. Kharagpur
117. Kolkata
118. Siliguri

A.P.S.:

119. 56 APO
120. 99 APO

30

Telegraph Information

1. Tariff

	Rs. P.
(*a*) **Ordinary including Greetings message:**	
(*i*) Up to 10 words	3.50
(*ii*) For each additional word over 10 words ...	0.50
(*b*) **Express:**	
(*i*) Up to 10 words	7.00
(*ii*) For each additional word	1.00
(*c*) **Late fee for acceptance of telegrams beyond notified working hours of Telegraph Office** ...	3.00
(*d*) **Cancellation Fee:**	
(*i*) Before transmission begun	2.00
(*ii*) In the course of transmission or after transmission	2.00 *plus* telegram charges
(*e*) **Phonogram Fee:**	Rs. 2.00 per telegram
(*f*) **Messenger Fee:**	Rs. 3.00 per telegram
(*g*) **Multiple Telegrams:**	Rs. 5 up to 30 words and Rs. 3 for additional 30 words or part thereof.
(*h*) **Certified copies of Telegram:**	
First 100 words	Rs. 3.00
Additional 100 words	Rs. 2.00

2. Standard Phrases for Greeting Telegrams

Phrase No.	Phrases
	Congratulations
6	Hearty Congratulations on the New Arrival.
7	Congratulations on the Distinction Conferred on you.

Phrase No.	Phrases
14	Congratulations.
34	Congratulations on your Victory.
38	Heartiest Congratulations on Grehapravesh.
	Elections
12	Hearty Congratulations on Success in Election.
24	Best Wishes for your Success in the Election.
	Examinations
10	Hearty Congratulations on your Success in the Examination.
23	Best Wishes for your Success in the Examination.
	Festival
1	Heartiest Diwali Greetings.
2	Id Mubarak.
3	Heartiest Bijoya Greetings.
4	A Happy New Year to you.
9	A Merry Christmas to you.
20	My Heartiest Holi Greetings to you.
26	Heartiest Pongal Greetings.
27	Heartiest Gur Parb Greetings.
29	Heartiest Onam Greetings.
33	Heartiest Ugadi Greetings.
35	Wish you a Happy Bihu.
36	A Happy Easter.
37	Heartiest Greetings on Buddha Jayanthi.
39	Heartiest Guru Ravidoss Poornima Greetings.
40	Heartiest Greetings on Navroz.
	General Greetings/Good Wishes
5	Many Happy Returns of the Day.
11	Best Wishes for a Safe and Pleasant Journey.
15	Loving Greetings.
18	Kind Remembrances and all Good Wishes for the Independence Day.
19	Sincere Greetings for the Republic Day. Long Live the Republic.
21	Wishing the Function Every Success.
28	Greetings on the Occasion of Paryushan — a day of universal forgiveness.
31	Wish you a Happy Retired Life.

Phrase No.	Phrases
	Marriages/Wedding
8	Best Wishes for a Long and Happy Married Life.
16	May Heaven's Choicest Blessings be showered on the Young Couple.
17	Wish you Both a Happy and Prosperous Wedded Life.
25	Convey our Blessings to the Newly Married Couple.
30	Best Wishes on your Wedding Anniversary.
	Thanks
13	Many thanks for your Good Wishes which I/We Reciprocate heartily.
22	Many thanks for your kind message of Greetings.
	Illness/Death/Condolence
32	Wish you a Speedy Recovery.
100	My Deepest Condolence.

NOTE 1.—In the telegraph form, it is enough to indicate the Phrase No. of the Greetings. The Phrase need not be written in full.

NOTE 2.—The condolence telegram shall be delivered on a black-bordered white form in a black-bordered envelope. Service Indication 'CNDC'.

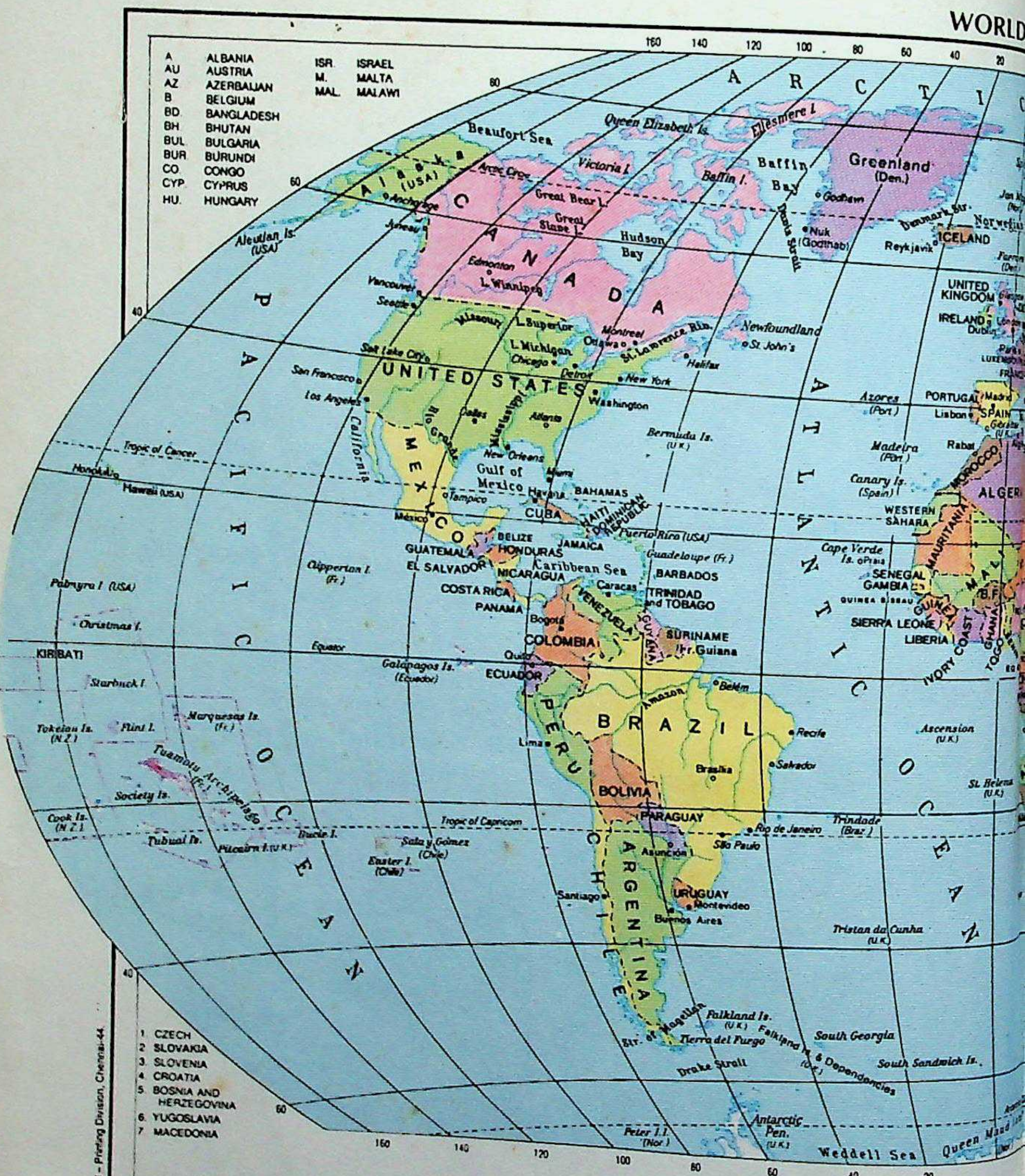
FAX - (A) Inland:—

A-4 Size	Rs. 30 per page
$\frac{1}{2}$ A-4 Size	Rs. 15 per page
$\frac{1}{4}$ A-4 Size (within the state) ...	Rs. 10 per page

(B) International :—

		A-4 size or part thereof
(*i*)	Neighbouring Countries	Rs. 60
(*ii*)	Asia, Oceania, Europe and Africa ...	Rs. 95
(*iii*)	All other countries in American Continent ...	Rs. 110

WORLD


A ALBANIA
AU AUSTRIA
AZ AZERBAIJAN
B. BELGIUM
BD. BANGLADESH
BH. BHUTAN
BUL BULGARIA
BUR. BURUNDI
CO. CONGO
CYP. CYPRUS
HU. HUNGARY
ISR. ISRAEL
M. MALTA
MAL. MALAWI
1 CZECH
2 SLOVAKIA
3 SLOVENIA
4 CROATIA
5 BOSNIA AND HERZEGOVINA
6 YUGOSLAVIA
7 MACEDONIA
160
140
120
100
80
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ARCTIC
Beaufort Sea
Queen Elizabeth Is.
Ellesmere I.
Victoria I.
Baffin I.
Baffin Bay
Greenland (Den.)
Godhavn
Nuk (Godthab)
Davis Strait
Denmark Str.
Reykjavik
ICELAND
Alaska (USA)
Arctic Circle
Anchorage
Juneau
Aleutian Is. (USA)
CANADA
Great Bear L.
Great Slave L.
Hudson Bay
Edmonton
L. Winnipeg
Vancouver
Seattle
L. Superior
L. Michigan
Chicago
Detroit
Montreal
Ottawa
St. Lawrence Rin.
Newfoundland
St. John's
Halifax
New York
Washington
Salt Lake City
San Francisco
Los Angeles
UNITED STATES
Missouri
Mississippi
Rio Grande
Dallas
Atlanta
New Orleans
Miami
California
MEXICO
Gulf of Mexico
Tampico
Mexico
Havana
CUBA
BAHAMAS
HAITI
DOMINICAN REPUBLIC
JAMAICA
Puerto Rico (USA)
Guadeloupe (Fr.)
BARBADOS
Caribbean Sea
BELIZE
HONDURAS
GUATEMALA
EL SALVADOR
NICARAGUA
COSTA RICA
PANAMA
Caracas
TRINIDAD and TOBAGO
VENEZUELA
GUYANA
SURINAME
Fr. Guiana
Bogota
COLOMBIA
Quito
ECUADOR
Belem
Amazon
BRAZIL
Recife
Salvador
Brasilia
PERU
Lima
BOLIVIA
PARAGUAY
Asuncion
Rio de Janeiro
Sao Paulo
CHILE
Santiago
ARGENTINA
URUGUAY
Montevideo
Buenos Aires
Str. of Magellan
Tierra del Fuego
Falkland Is. (U.K.)
Falkland Is. & Dependencies (U.K.)
South Georgia
South Sandwich Is.
Drake Strait
Antarctic Pen. (U.K.)
Peter I.I. (Nor.)
Weddell Sea
Queen Maud
PACIFIC OCEAN
Tropic of Cancer
Honolulu
Hawaii (USA)
Clipperton I. (Fr.)
Palmyra I. (USA)
Christmas I.
KIRIBATI
Equator
Galapagos Is. (Ecuador)
Starbuck I.
Marquesas Is. (Fr.)
Tokelau Is. (N.Z.)
Flint I.
Tuamotu Archipelago (Fr.)
Society Is.
Cook Is. (N.Z.)
Tubuai Is.
Pitcairn I. (U.K.)
Ducie I.
Sala y Gomez (Chile)
Easter I. (Chile)
Tropic of Capricorn
ATLANTIC OCEAN
Azores (Port.)
PORTUGAL
Lisbon
Madrid
SPAIN
Gibraltar (U.K.)
Rabat
MOROCCO
ALGERIA
Madeira (Port.)
Canary Is. (Spain)
WESTERN SAHARA
MAURITANIA
Cape Verde Is.
Praia
SENEGAL
GAMBIA
GUINEA BISSAU
GUINEA
SIERRA LEONE
LIBERIA
IVORY COAST
GHANA
TOGO
MALI
B.F.
Bermuda Is. (U.K.)
Ascension (U.K.)
St. Helena (U.K.)
Trindade (Braz.)
Tristan da Cunha (U.K.)
UNITED KINGDOM
IRELAND
Dublin
London
Paris
FRANCE
Norwegian
Jan Mayen (Nor.)
Faeroes (Den.)

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Bhutan
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Botswana
Brazil*
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Egypt*
El Salvador*
Equatorial Guinea
Eritrea
Estonia
Ethiopia*
Fiji
Finland
France*
Gabon
Gambia
Georgia
Germany
Ghana
Greece*
Grenada
Gautemala*
Guinea
Guinea-Bissau
Guyana
Haiti*
Honduras*
Hungary
Iceland
India*
Indonesia
Iran*
Iraq*
Ireland
Israel
Italy
Ivory Coast
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Korea (North)
Korea (South)
Kuwait
Kyrgyzstan
Laos
Latvia
Lebanon*
Lesotho
Liberia*
Libya
Liechtenst
Lithuania
Luxembourg
Macedonia
Madagascar

Winkel's triple projection

Cartographed and printed by TTK Healthcare Ltd - Printing Division, Chennai-44

The territorial waters of India [illegible] measured from the appropriate base line
The topographical detail within India is based upon Survey of India map with the permission of the Surveyor General of India,
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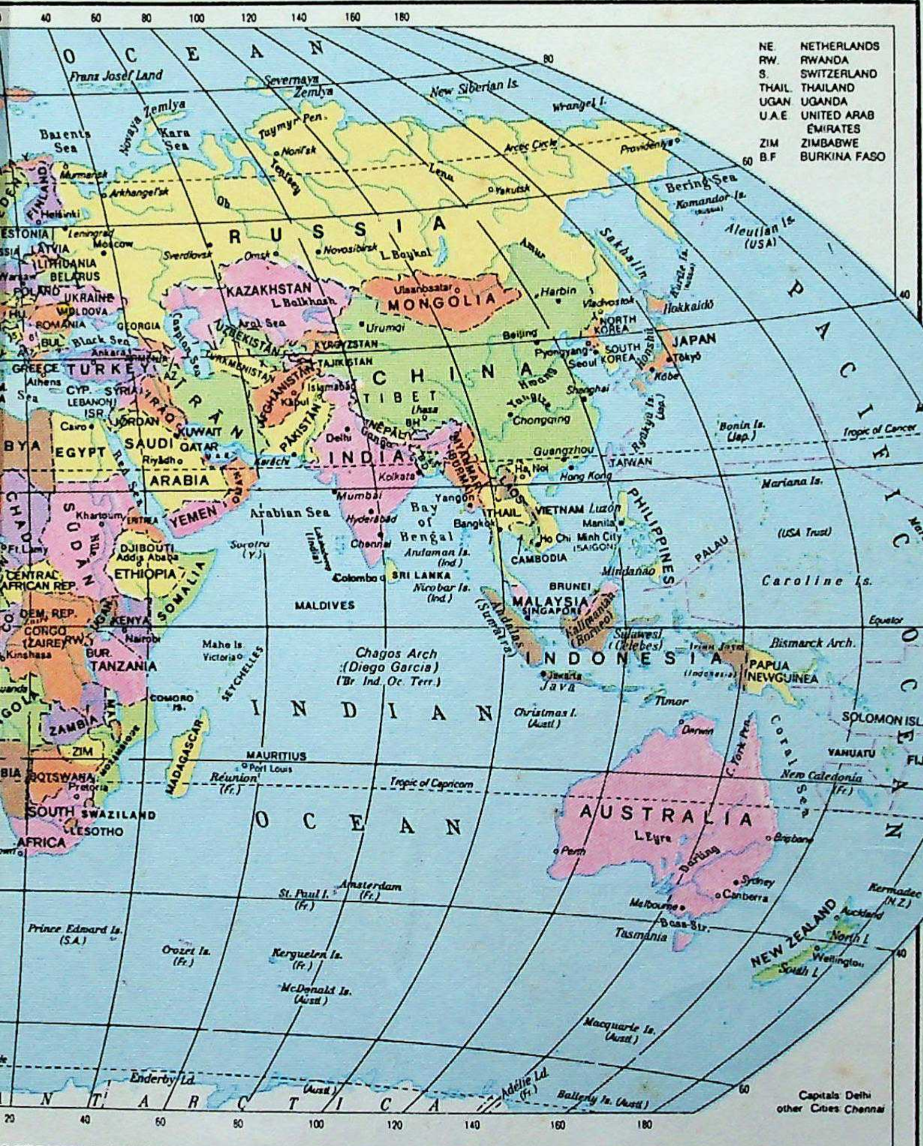
LITICAL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NE. NETHERLANDS
RW. RWANDA
S. SWITZERLAND
THAIL. THAILAND
UGAN. UGANDA
U.A.E. UNITED ARAB EMIRATES
ZIM ZIMBABWE
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HU.
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L. Balkhash
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Caspian Sea
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TURKMENISTAN
KYRGYZSTAN
TAJIKISTAN
AFGHANISTAN
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Harbin
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BUR.
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SEYCHELLES
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C. York Pen.
Coral Sea
SOLOMON ISLANDS
WESTERN SAMOA
VANUATU
FIJI
MADAGASCAR
MAURITIUS
Port Louis
Reunion (Fr.)
Tropic of Capricorn
New Caledonia (Fr.)
TONGA
BOTSWANA
Pretoria
SOUTH AFRICA
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Crozet Is. (Fr.)
Kerguelen Is. (Fr.)
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Macquarie Is. (Austl.)
Enderby Ld.
(Austl.)
Adelie Ld. (Fr.)
Balleny Is. (Austl.)
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S ORGANISATION (U.N.O.)

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Malaysia
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Marshall Islands
Mauritania
Mauritius
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Micronesia
Moldova
Monaco

Mongolia
Morocco
Mozambique
Myanmar
Namibia
Nepal
Netherlands*
New Zealand*
Nicaragua*
Niger
Nigeria
Norway*

Oman
Pakistan
Palau
Panama*
Papua New Guinea
Paraguay*
Peru*
Philippines*
Poland*
Portugal
Qatar
Romania

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St. Christopher and Nevis
St. Lucia
St. Vincent & The Grenadines
Samoa, Western
San Marino
Sao Tome E Principe
Saudi Arabia*
Senegal
Seychelles

Sierra Leone
Singapore
Slovakia
Slovenia
Solomon Islands
Somalia
South Africa*
Spain
Sri Lanka
Sudan
Suriname
Swaziland
Sweden

Syria*
Tajikistan
Tanzania
Thailand
Togo
Trinidad & Tobago
Tunisia
Turkey*
Turkmenistan
Uganda
Ukraine
U.A.E.
U.K.

U.S.A.
Uruguay*
Uzbekistan
Vanuatu
Venezuela*
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Zaire
Zambia
Zimbabwe

*Original member

1:1,290,000 1 cm = 1290 kms

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